

# Parks & Recreation Study Manual

## Executive Order 16



THE CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK, N.Y. 10007

### **EXECUTIVE ORDER NO. 16**

JULY 26, 1978

## **COMMISSIONER OF INVESTIGATION, INSPECTORS GENERAL AND STANDARDS OF PUBLIC SERVICE**

By the power vested in me as the Mayor of the City of New York, it is hereby ordered:

### **Section 1. Responsibilities of Commissioner**

The Commissioner of Investigation (hereafter called the Commissioner) shall have general responsibility for the investigation and elimination of corrupt or other criminal activity, conflicts of interest, unethical conduct, misconduct and incompetence

- i. by City agencies,
- ii. by City officers and employees, and
- iii. by persons regulated by, doing business with or receiving funds directly or indirectly from the City (hereinafter called persons dealing with the City), with respect to their dealings with the City. For these purposes the Commissioner shall:
  - a. assist agency heads in establishing and maintaining standards of conduct together with fair and efficient disciplinary systems;
  - b. direct the activities of the Inspectors General of all agencies of the City;

- c. conduct background investigations of employees to be appointed to or holding positions of responsibility;
- d. receive complaints and information from the public with respect to City agencies, officers, and employees, as well as persons dealing with the City, and to take appropriate action with respect to such complaints;
- e. undertake any investigation or study of the affairs, functions, accounts, methods, personnel or efficiency of any agency; and
- f. act as liaison with federal, state and local law enforcement and regulatory agencies concerning all matters within the scope of this Order.

## **Section 2. Responsibilities of Agency Heads**

All agency heads shall be responsible for establishing, subject to review for completeness and inter-agency consistency by the Commissioner, written standards of conduct for the officials and employees of their respective agencies and fair and efficient disciplinary systems to maintain those standards of conduct.

## **Section 3. Responsibilities of Inspectors General**

- a. All agencies shall have an Inspector General who shall report directly to the respective agency head and to the Commissioner and be responsible for maintaining standards of conduct as may be established in such agency under this Order. Inspectors General shall be responsible for the investigation and elimination of corrupt or other criminal activity, conflicts of interest, unethical conduct, misconduct and incompetence within their respective agencies.
- b. Except to the extent otherwise provided by law, the employment or continued employment of all existing and prospective Inspectors General and members of their staffs shall be subject to complete background investigations and approval by the Department of Investigation.

## **Section 4. Investigations**

- a. Within the scope of the general responsibility of the Commissioner set forth in Section 1 of this order, the Commissioner shall have authority to examine, copy or remove any document prepared, maintained or held by any agency except those documents which may not be so disclosed according to law. Inspectors General shall have the same authority in their respective agencies.
- b. The Commissioner and, with the approval of the Commissioner, the Inspectors General and any person under the supervision of the Commissioner or the Inspectors General, may require any officer or employee of the City to answer questions concerning any matter related to the performance of his or her official duties or any person dealing with the City, concerning such dealings with the City, after first being advised that neither their statements nor any information or evidence derived there from will be used against them in a subsequent criminal prosecution other than for perjury or contempt arising from such

testimony. The refusal of an officer or employee to answer questions on the condition described in this paragraph shall constitute cause for removal from office or employment or other appropriate penalty. Beginning September 1, 1978 all contracts, leases, licenses or other agreements entered into or issued by the City shall contain a provision approved as to form by the Corporation Counsel permitting the City to terminate such agreement or to take other appropriate action upon the refusal of a person dealing with the City to answer questions in relation to such agreements on the condition of testimonial or use immunity described in this paragraph.

- c. Every officer or employee of the City shall cooperate fully with the Commissioner and the Inspectors General. Interference with or obstruction of an investigation conducted by the Commissioner or an Inspector General shall constitute cause for removal from office or employment or other appropriate penalty.
- d. Every officer and employee of the City shall have the affirmative obligation to report, directly and without undue delay, to the Commissioner or an Inspector General any and all information concerning conduct which they know or should reasonably know to involve corrupt or other criminal activity or conflict of interest,
  - i. by another City officer or employee, which concerns his or her office or employment, or
  - ii. by persons dealing with the City, which concerns their dealings with the City. The knowing failure of any officer or employee to report as required above shall constitute cause for removal from office or employment or other appropriate penalty.
- e. Upon receipt of any information concerning corrupt or other criminal activity or conflict of interest related to his or her agency, the Inspector General of such agency shall report directly and without undue delay such information to the Department of Investigation, and shall proceed in accordance with the Commissioner's directions.
- f. No officer or employee other than the Commissioner, an Inspector General, or an officer or employee under their supervision, shall conduct any investigation concerning corrupt or other criminal activity or conflicts of interest without the prior approval of the Commissioner or an Inspector General.

## **Section 5. Formal Disciplinary Proceedings**

- a. Within six months of the effective date of this Order, the Inspector General of each agency shall be responsible for the preparation and prosecution of all formal administrative proceedings, including removal and other disciplinary proceedings for misconduct or in competency, initiated by such Inspector General or any other person authorized by the agency head to initiate such proceedings on behalf of the agency. The Inspector General or an attorney-designee (including attorneys of the Department of Investigation) shall prosecute such matters. Any agency head may for good cause apply to the Commissioner for the modification or waiver of any provision of this paragraph.

- b. The Inspector General of an agency may, with the approval or the agency head, suspend any officer or employee of that agency, pending the timely service of formal charges.
- c. Officers or employees of the City convicted of a crime relating to their office or employment, involving moral turpitude or which bears upon their fitness or ability to perform their duties or responsibilities, shall be removed from such office or employment, absent compelling mitigating circumstances set forth in writing by the head of the employing agency. Proof of said conviction, as a basis for removal or other disciplinary action, must be established in accordance with applicable law.

#### **Section 6. Informal Disciplinary Proceedings**

- a. Each agency head shall, with the advice of the Commissioner, establish appropriate reporting requirements, disposition standards and other administrative procedures for informal disciplinary proceedings to permit the fair and expeditious resolution of minor violations of the standards of conduct established by such agency head under this order, without prejudice to any rights provided to officers or employees of the City by law or by contract.
- b. Informal disciplinary proceedings may be undertaken on the following conditions: (i) the employee or official who is the subject of such proceedings shall consent to accept a predetermined penalty upon a finding of cause in lieu of the filing of a formal disciplinary charge; and (ii) the record and result of the informal disciplinary proceedings shall be expunged from all permanent personnel or employment files of the subject official or employee after one year in which such person has not been penalized as a result of any subsequent formal or informal disciplinary, proceedings.
- c. The Inspector General of each agency shall be notified of the disposition of all informal disciplinary proceedings.

#### **Section 7. Background Investigations**

- a. The Department of Investigation shall conduct background investigations of all persons to be appointed to or employed in positions with salary rates equal to or greater than the minimum rate of the management Pay Plan or any successor plan, whether or not the person is to become a member of such plan.
- b. Background investigations need not be made under this Order with respect to the appointment or employment of persons for positions with salary rates equal to or greater than the minimum rate of the Management Pay Plan or any successor plan where such person is to be appointed to a permanent civil service position in the competitive class.
- c. The Mayor or an agency head may in the public interest direct that the appointment, employment or assignment of any person be subject to a background investigation by the Department of Investigation.

- d. The appointment or employment of any person requiring background investigations under this Order shall be made subject to the completion of such investigation and a determination by the appointing authority that the appointee has the appropriate qualifications, is free from actual or potential conflicts of interest and is one in whom the public trust may be placed.
- e. All Prospective appointees and employees subject to background investigation under this order shall comply with all procedures established by the Commissioner for such purpose, including the completion of a background questionnaire and full disclosure of financial holdings and relationships.
- f. Background investigations conducted under this Order shall include the collection of all available criminal history information relating to the prospective appointee, which shall be considered in accordance with applicable law.
- g. The making by a person of an intentional false or misleading statement in connection with a background investigation required under this Order, or otherwise failing to comply with the background investigation procedures established by the Commissioner, may constitute cause for removal from office or employment or other appropriate penalty.

#### **Section 8. Dissemination of Information**

- a. All agency heads shall distribute to each officer and employee of their respective agencies within 90 days of the effective date of this Order and to each officer and employee appointed thereafter, a statement prepared by the Commissioner explaining the responsibilities of the Commissioner, Inspectors General, agency heads and all City officers and employees under this Order.
- b. Knowledge of the responsibilities of the Commissioner of Investigation and the Inspectors General and of relevant provisions of Articles 195 and 200 of the Penal Law, the City Charter, the Code of Ethics and this Order shall constitute an employment responsibility which every officer and employee is expected to know and to implement as part of their job duties and is to be tested in promotional examinations beginning January 1, 1979.

#### **Section 9. Regulations and Procedures**

The Commissioner may establish such regulations, procedures and reporting requirements with respect to Inspectors General or as may be otherwise necessary or proper to, fulfill the Commissioner's responsibilities under this Order and other applicable law. The Inspectors General may, with the approval of the Commissioner and the respective agency heads, establish such regulations and procedures as may be necessary or proper to fulfill their responsibilities under this Order and other applicable law.

### **Section 10. Waiver of Provisions**

Any agency head may for good cause apply to the Commissioner for the modification or waiver of any provision within the jurisdiction of the Commissioner under this order.

### **Section 11. Construction with Other Law**

Nothing in this Order shall be deemed to limit the powers and duties of the Commissioner, the Department of Investigation, the Department of Personnel, the Office of Municipal Labor Relations or any other agency under the City Charter or as may otherwise provided by law.

### **Section 12. Preservation of Rights**

Nothing in this Order shall be deemed to limit the rights of any person under law or contract.

### **Section 13. Revocation of Executive orders**

Executive Order No. 21, dated August 19, 1970, Executive Order No. 21, dated October 17, 1974, and Personnel Policy and Procedure No. 715-77, dated February 15, 1977 are hereby revoked.

### **Section 14. Effective Date**

This order shall take effect immediately.

EDWARD I. KOCH

M A Y O R



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, NY 10007

**EXECUTIVE ORDER NO. 72**

April 23, 1984

**Amendment of Executive Order No. 16**

July 26, 1978

**COMMISSIONER OF INVESTIGATION.**

**INSPECTORS GENERAL AND**

**STANDARDS OF PUBLIC SERVICE**

By the power vested in me as Mayor of the City of New York, it is ordered:

**Section 1. Prior order amended**

Paragraph (a) of Section 7 of prior

Executive Order No. 16, dated July 26, 1978 is hereby amended to reads as

follows:

**Section 7. Background Investigations**

- a. The Department of Investigation shall conduct background investigation of all persons to be appointed to or employed in positions with salary rates equal to or greater than the minimum rate of the Management pay Plan or any successor plan, whether or not the person is to become a member of Such plan. The Commissioner shall have the discretion to waive this requirement when the determines that the investigation is not necessary

**Section 2. Effective Date**

**This Executive Order shall take effect immediately.**

**Edward I. Koch**

**M A Y O R**



THE CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK, NY 10007

**Executive Order No. 78**

October 5, 1984

**Amendment of Executive Order No. 16**

(July 26, 1978)

## **COMMISSIONER OF INVESTIGATION, INSPECTORS GENERAL ANDSTANDARDS OF PUBLIC SERVICE**

By the power vested in me as Mayor of the City of New York, it is ordered:

### **Section 1. Prior Order Amended**

Section 4 of prior Executive Order No. 16, dated July 26, 1978 is hereby amended to read as follows

### **Section 4. Investigations**

- e. Upon receipt of any information concerning corrupt or other Criminal activity, [or] conflict of interest, gross mismanagement, or abuse of Authority related to his or her agency, the Inspector General of such agency shall report directly and without undue delay such information to the Department of Investigation, and shall proceed in accordance with the Commissioner's directions.
- f. No officer or employee other than the Commissioner, an Inspector General, or an officer or employee under their supervision, shall conduct any investigation concerning corrupt or other criminal activity, (or) conflicts of Interest, gross

mismanagement or abuse of Authority without the prior approval of the Commissioner or Inspector General.

- g. No officer or employee of the shall take an adverse personnel action as defined in Local Law No. 10 of 1984 with respect to another officer or employee in retaliation for his or her making a report of Information concerning corrupt or other criminal activity, conflict of interest, gross mismanagement, or abuse of authority to the Commissioner or an Inspector General.

**Section 2.**

Section 6 of prior Executive Order No. 16, dated July 26, 1978 is hereby amended to read as follows:

**Section 6. Informal Disciplinary Proceedings**

- a. Each agency head [shall] may with the advice of the Commissioner establish appropriate reporting requirements, disposition standards and other administrative procedures for informal disciplinary proceedings in addition to those already provided by law or collective bargaining agreements to permit the fair and expeditious resolution of minor violations of the standards of conduct established by such agency head under this Order without prejudice to any rights provided to officers or employees of the City by law or by (contract) collective bargaining agreement.
- b. Informal disciplinary proceedings may be undertaken on the following conditions: (i) the employee or official who is the subject of such proceedings shall consent to accept a predetermined penalty upon a finding of cause in lieu of the filing of a formal disciplinary charge; and (ii) the record and

result of the informal disciplinary proceedings described in (a) above shall be expunged from all permanent personnel or employment files of the subject official or employee after one year in which such person has not been penalized as a result of any subsequent formal or informal disciplinary proceedings.

- c. The expungement of records and results of informal disciplinary proceedings described in (b) above applies only to those informal disciplinary proceedings promulgated pursuant to this Executive Order and is not applicable to any of the records, results or procedures provided by law or by collective bargaining agreement.
- d. The Inspector General of each agency shall be notified of the disposition of all disciplinary proceedings.

**Section 3. Effective date**

This Executive Order shall take effect immediately.

**Edward I. Koch**

**MAYOR**



THE CITY OF NEW YORK

OFFICE OF THE MAYOR

NEW YORK, NY 10007

**EXECUTIVE ORDER NO. 105**

December 26, 1986

**Amendment of Executive Order No. 16 (July 26, 1986)**

**and No. 78 (October 5, 1986)**

**COMMISSIONER OF INVESTIGATION,**

**INSPECTORS GENERAL AND**

**STANDARDS OF PUBLIC SERVICE**

By the power vested in me as Mayor of the City of New York, it is hereby ordered:

**Section 1**

Prior order amended. Section I(b) of prior Executive Order No. 16, dated July 26, 1978, as amended by Executive Order No. 78, dated October 5, 1984, is hereby repealed and Sections 1(c), (d), (e) and (f) are re-lettered (b), (c), (d) and (e) respectively.

**Section 2**

Section 3 of prior Executive Order No. 16, dated July 26, 1978, as amended by Executive Order No. 78, dated October 5, 1984, is hereby amended to read as follows:

**Section 3. Inspectors General**

a.

- i. The Inspector General system shall be a single aggregate of personnel and resources within the Department of Investigation under the direction of the Commissioner. There shall be an Inspector General for each agency who shall report directly to the commissioner and shall be responsible for the investigation and elimination of corrupt or other criminal activity and conflicts of interest within the agency to which he or she is designated. The Commissioner shall allocate the personnel and resources of the Inspector General system to the Inspector General offices as needed to develop strategies and programs for the investigation and elimination of corruption and other criminal activity affecting the City of New York. Such investigations and programs shall proceed in accordance with the Commissioner's direction.
- ii. The Commissioner shall be responsible for developing policy and strategy for the Inspector General system, or the preparation and allocation of a system-wide budget, and for the assignment, direction, and evaluation of all Inspector General personnel in the various agencies and departments. This responsibility shall be carried out, however, in a strict, regular, ongoing, meaningful and comprehensive consultation and collaboration with each agency head.

b. Agency heads shall remain principally responsible for maintaining corruption-free agencies through this formal collaborative arrangement by developing procedures and systems to protect against corrupt and other criminal activity affecting their agency, by hiring employees of integrity and competence, by careful managerial oversight and high-quality supervision of agency employees, and by adequate review and monitoring of fiscal commitments and processes within their respective agency. In order to accomplish these objectives in coordination with the Department of Investigation, each agency head, the Commissioner and the Inspector General designated for each agency shall, in consultation, in January of each year beginning in 1988 formulate a comprehensive anti-corruption program for each agency to identify, evaluate, and eliminate, corruption hazards and to identify significant, areas warranting investigation. Thereafter, on December 31 of each year the Commissioner, after consultation with each agency head, shall provide the Mayor with an assessment of the progress made in the annual anti-corruption program for each agency. Should other issues, conditions, or problems arise during the year which, in the judgment of an agency head, require investigative action or attention, the agency head may direct the Inspector General to modify the annual objectives to the extent necessary to address the new problems and the Inspector General shall take such action unless the Commissioner, for good cause, objects to such action. For 1987, an interim anti-corruption program shall be developed by July 1, 1987 and the Commissioner after consultation with each agency head, shall report to the Mayor by December 31, 1987 as to the progress made toward achieving the objectives of that program.

- c. Agency heads shall, on a regular basis, be informed by the Inspector General of the progress of the anti-corruption program and on all pending corruption studies and investigations except those investigations which the Commissioner determines should not be disclosed. Such a determination of non-disclosure may only be made by the Commissioner when there is a factual basis indicating that investigative interests might be contravened by sharing knowledge of a particular investigation with an agency head. The Commissioner shall give notice to the Mayor of any determination to apply this exceptional procedure, shall document the reasons for the determination and shall, upon the closing of the investigation, file a determination of the extent to which the investigative findings support or contravene the initial determination of non-disclosure. These provisions relating to non-disclosure do not apply when the Commissioner is constrained by Grand Jury secrecy requirements from disclosing information.
- d. The Inspector General for each agency shall be notified of all complaints received within an agency involving corrupt or other criminal activity, conflicts of interest, unethical conduct, misconduct and incompetence by (i) City agencies, (ii) by City officers and employees, and (iii) by persons dealing with the City and has jurisdiction to investigate any such complaint.
- e. In furtherance of these objectives, the Inspectors General shall be informed of and have unrestricted access to all regular meetings of agency executives and managerial staff, and to all records and documents maintained by each agency. Each agency shall provide and maintain at its

central office sufficient office space for the Inspector General and his or her staff in a condition equivalent to the average condition of professional offices throughout the agency.

- f. Except to the extent otherwise provided by law, the employment and continued employment of all Inspectors General shall be by the commissioner after consultation with the respective agency head. An equitable, system-wide salary structure will be established. The Department shall develop cross-agency career paths by which the most capable members of the Inspector General system shall be retained and rewarded and their knowledge and experience shared throughout the Inspector General system. Inspectors General and Deputy Inspectors General shall henceforth be prohibited from promotion into managerial and executive positions within the agency to which they are assigned. This prohibition shall remain in effect for three years from the date of termination of their employment as Inspector General or Deputy Inspector General. However, prior to July 1, 1987 any Inspector General or Deputy Inspector General may be transferred to a unit of an agency which will after July 1 be responsible for handling disciplinary matters. Effective July 1, 1987, the Inspectors General and their staffs shall be employees of the Department of Investigation. The tasks and standards used to evaluate the performance of the Inspectors General and Deputy Inspectors General shall be determined jointly by the Commissioner and the respective agency heads. Agency heads shall submit their own annual

performance evaluation of the resident Inspector General and Deputy Inspector General, based on the agreed upon tasks and standards, to the Commissioner, which evaluations shall be considered in determining the Commissioner's final evaluation of such persons.

- g. Prior to submitting executive budget requests for the Offices of the Inspectors General for fiscal year 1987 and thereafter, the Commissioner shall consult with the respective agency head.

### **Section 3**

#### **Section 5 (a) of prior Executive Order**

No. 16, dated July 26, 1978, as amended by Executive Order

No. 78, dated October 5, 1984, is hereby amended to read as follows:

#### **Section 5. Formal Disciplinary Proceedings**

- a. Effective July 1, 1987, each agency shall be responsible for the preparation and prosecution of all formal administrative proceedings, including removal and other disciplinary proceedings for misconduct or incompetency. Each agency head shall establish a system for such formal disciplinary proceedings in consultation with the Commissioner. An Inspector General may request an agency to hold disciplinary or other administrative action in abeyance pending the completion of a criminal investigation. The Inspector General shall be notified before the initiation of formal disciplinary proceedings of the disposition of all formal disciplinary proceedings.

### **Section 4**

#### **Section 5(b) of prior Executive Order**

No. 16, dated July 26, 1978, as amended by Executive Order

No. 78, dated October 5, 1984 is hereby repealed.

### **Section 5**

#### **Section 5(c) of prior Executive Order**

No. 16, dated July 26, 1978, as amended by Executive Order

No. 78, dated October 5, 1984 is hereby renumbered Section 5(b).

### **Section 6**

A new Section 5 (c) is added to prior Executive Order No. 16, dated July 26, 1978, as amended by Executive Order No. 78, dated October 5, 1984, as follows:

- c. The Commissioner, after consultation with an agency head, shall have the right to assume the responsibility for a particular disciplinary investigation, except that the disposition of the charges and the penalty to be imposed in connection with such proceeding shall remain the responsibility of the agency head.

### **Section 7**

Section 9 of prior Executive order No. 16, dated July 26, 1978, as amended by Executive Order No. 78, dated October 5, 1984, is hereby amended to read as follows:

**Section 9. Regulations and Procedures.** The Commissioner may establish such regulations, procedures and reporting requirements with respect to Inspectors General or as may be otherwise necessary or proper to fulfill the Commissioner's responsibilities under this Order and other applicable law.

### **Section 8 Effective date.**

This Executive Order shall take effect immediately.

Edward I. Koch

M A Y 0 R

# **Supervisory Principles**

## **Planning**

Planning is to outline a course of action in order to achieve an objective.

### **Purpose of Planning:**

Planning is carried out to determine what must be accomplished this week, this month, this year to achieve planned goals. Planning will ensure the most effective use of available resources for the attainment of the most desirable objectives. Planning will minimize the number of crises which must be handled on an emergency basis with supervisors focusing on the prevention rather than crises management.

## **Delegation**

Delegation is the assigning of activities to individuals and in the process, giving them the necessary authority to get the job done.

### **Tasks which can be delegated:**

- Tasks which are closely related to work that your subordinates already perform.
- Tasks which are clearly defined in regards to procedures and end results.
- Tasks which are repetitive and are part of the normal work flow
- Tasks which enable subordinates to develop and perfect work skills

### **Tasks which may not be delegated:**

- Tasks of a highly sensitive nature, e.g. salary reviews and discipline procedures.
- Conflict resolution among workers.
- Tasks that are not clearly defined and/or which uncertainty exists.

## **Motivation**

### **Creating and improving the motivational environment.**

Motivation is the activation of the processes through which the person or inner self satisfies its psychological, sociological and physiological needs. In ordinary words, motivation is that certain something that energizes us to go get what we want or do the things that satisfy our needs.

**Supervisors can not motivate directly, but they can create the climate or environment for workers to become motivated.**

### **Three Methods to Increase Motivation**

There are several methods you can use to improve the motivational environment for your workers.

Three are listed below:

- **Job enlargement.**
- **Job enrichment.**
- **Participatory supervision.**

### **Use Feedback and Coaching to Unleash Motivation in Others**

This involves three key activities:

- Recognizing contribution
- Providing “positive” feedback.
- Strengthening performance

**Providing “corrective” feedback.**

**Maintaining self-esteem**

Give feedback with “I” messages.

**Leadership**

Leadership is the art of convincing other people to follow your directives and do willingly the things you want them to do.

### **The Skills of Good leadership**

- Persuasion
- Influence
- Rapport

Note: The most effective of these 3 skills is rapport. Rapport requires a deep understanding of motivation and the ability to comprehend the needs of others.

**Communication**

Communication is the verbal, written and non-verbal interaction process between the person sending information and the person receiving that information. Effective communication takes place between supervisors and subordinates when elements of the process-feedback, trust, non- threatening atmosphere -are considered at all times.

- **With Higher Management:**
  - The supervisor serves as a critical conduit in conveying information from first level employees to higher levels.
- **With Peers:**
  - The activities and responsibilities within your own beach area must be coordinated with your fellow supervisors.

- **With Subordinates**
  - **Communicating the expectations and objectives of management to your subordinates is perhaps the most critical aspect of your role as a communicator.**
    - **This includes:**
      - **Goals and objectives of Parks established by upper management.**
      - **The impact of short-term and long-term developments on various Parks' divisions.**
      - **Regular feedback on performance.**

## **Decision Making**

Decision making is the process of selecting a course of action among various alternatives that are available.

The nature of supervision requires that a variety of decisions be made frequently. In certain situations, a decision is reached quickly, however, many times the problem is much more difficult to solve.

**Effective supervision requires supervisors to be decisive even when the decision is unpopular.**

## **Time Management**

Time management is the planned, careful and judicious use of time in the performance of daily tasks. The goal of time management is to maintain a high level of productivity within sensible time frames.

**Essentially, there are 3 kinds of time:**

1. **Creative time** covers anything related to planning, organizing and evaluating; in short, thinking about your job and what you should be doing.
2. **Preparation time** is the "setup" phase of work.
  - a. This includes:
    - i. Arranging your work for a prompt start.
    - ii. Having all the facts and materials you will need.
    - iii. Reading reports beforehand.
    - iv. Arming yourself to create productive time.
3. **Productive time** is premium time, the core of your work, the reason for your employment.

## **Personnel Evaluation**

Evaluating employee performance is one of the most important tasks a supervisor must do. Personnel Evaluation or Performance Appraisal is a supervisory process whereby the supervisor, after a specified period of monitoring, judges a worker's performance based on predetermined standards.

## **Evaluation Procedures**

The following is the procedure for evaluating employee performance:

- **Develop tasks to be performed and minimum expected standards for those tasks.**
  - Set real and attainable goals for performance.
- **Hold a pre-evaluation conference.**
  - This conference is held at the beginning of the evaluation period and is the opportunity for the supervisor to let the employee know what is expected of him/her.
- **Evaluate performance daily.**
  - Give feedback to the employees in areas that they are doing well and areas that need improvement. Make notes in your personal log book including areas of outstanding performance and areas where corrective measures have to be taken. Monitor progress in areas that need improvement.
- **Complete the written evaluation form towards the end of the evaluation period.**
  - Include as much information as possible on the employee's performance including descriptions of areas that they did very well and areas needing improvement. If you gave proper feedback to your employee during the evaluation period, nothing should be a surprise to them.
- **You must review the evaluation with your supervisor before giving the evaluation to the employee.**
  - Employee interaction and experiences with your supervisor may differ with the experience that you have with individual employees.
  - Include in the evaluation tasks that may have been assigned to the employee that were never included in the pre-evaluation conference.
- **Hold the evaluation conference.**
  - Hold the evaluation conference with the employee in a private setting.
  - Discuss each rating with the employee highlighting areas of excellent performance and illustrating ways the employee can improve performance in areas that need it.
  - Set realistic goals for improvement and remember to give the employee the tools needed to improve.
- **Sign the evaluation form.**
  - Both the supervisor and employee must sign the evaluation form indicating that the evaluation conference did occur.
  - After signing the form, a copy should be given to the employee and the original forwarded to the proper location for your individual borough.

**Note: After the supervisor and employee sign the evaluation form, nothing on the form can be changed.**

## **District Logbook**

**The logbook is one of the primary means of documenting what happens in a district on a daily basis; as well as an essential way of communicating to district personnel what is scheduled and expected.**

The District Logbook should contain:

- Whatever is scheduled for that day (special events, any projects, preparations needed, etc...).
- Deployment needs for the day in priority order (in case anyone calls in).
- Any communications needed to relay to other Supervisors or personnel.
- A record of all employee's schedule (list with those in those scheduled RDO, vacation etc... **and** record of who called in sick, EPB, etc... and whether it was a late call or not).
- A record of the deployment of all personnel and/or any changes in their deployment. (Scheduled and actual deployment)
- A record of any Unusual Incidents, Property Damage, Vandalism etc... that is not of a personal or confidential nature.

**\*Note: Any personal records should be kept in a "Personal Diary" / notebook.**

## **Personal Diary / Notebook**

**The Personal Diary is necessary to document any records of a personal or confidential nature.**

The Personal Diary / Notebook should contain:

- A record of any disciplinary discussions with employees (Verbal Warning, Written Reprimand, Supervisory Conference etc... and a summary of the content)
- A record of any Unusual Incident, Property Damage, Vandalism etc... that is of a personal or confidential nature (that you don't want to put in your District Logbook).
- It is a good idea to duplicate the record of any Unusual Incident, Property Damage, Vandalism etc... that is not of a personal or confidential nature from your District Logbook.
- Any personal notes or reminders pertaining to work needed, supplies needed, upcoming projects, events etc...
- Any reminders or scheduled needs or personal records.

## Time and Leave

# A Supervisor's Guide to Policies and Procedures

### Introduction

Monitoring Time and Leave for your employees represents one of your most basic responsibilities as a Supervisor of the Department of Parks & Recreation. The following are major Time and Leave procedures which supervisors are required to enforce.

### Attendance

Employees are required to follow their scheduled tour of duty and work at their assigned location unless properly authorized to do otherwise. If they do not do so, they may be considered AWOL.

For example, employees are AWOL when:

- They leave an assigned work location without authorization.
- They fail to notify the borough office of an absence at least an hour before the beginning of their shift.
- They use Annual Leave or compensatory time without proper authorization.

### Timecards

Employees are responsible for making sure that they fill out a timecard and that those timecards are submitted on time to their Supervisors. **Supervisors will review and approve timecards and then submit to the Borough Chief of Administrative Services by each Monday morning** covering the previous week. The BCAS will submit the timecards for the entire borough to Payroll & Timekeeping by Monday afternoon. If Payroll & Timekeeping does not receive a timecard for an employee or receives it late, the employee may not receive a paycheck.

Employees must ensure that they accurately record, on a daily basis, their time of arrival and time of departure from their assigned work location, including lunch period, as required by City regulations. Any compensatory time, paid overtime earned, or time off charged to leave balances must be recorded on the timecard as well.

All timecards should be fully completed so that Regular Days Off (RDOs), charges to leave balances, absences without leave, etc. are shown on the card. No days should be left blank. Totals for regular hours, paid overtime and compensatory time must also be filled in or marked with an "X" when they do not apply. At the end of the week, the employee and Supervisor must sign the back of the timecard. Supervisors must approve all changes and corrections made by the employee with "wite out."

Supervisors and the employees are responsible for the accuracy of the time recorded. Falsification of timecards may result in disciplinary action.

If Supervisors decide not to approve an absence (EPB, sick, lateness, etc.), they must indicate "No-Pay" on the timecard, otherwise the employee will receive pay for that day, providing they have sufficient leave balances.

In instances where an employee starts or finishes the day somewhere other than their regular work site, they need to sign the Field Reporting Sheet (FRS) at that site and then enter the time on their regular timecard. If an employee works an entire day at another site, for training for example, they should use the Special Detail Report to sign in and out. Upon returning to their regular work site, they should enter those hours on their timecard.

Occasionally, additional information must be recorded on the timecard. When an employee calls in (to the borough or Central Communications) an Emergency Personal Business (EPB) day or an early departure due to an emergency illness, s/he will receive a log number. Employees must record this log number on their time cards under the appropriate day.

### **Tour of Duty**

All employees have a regular tour-of-duty that they must follow. Any change to the tour-of-duty must be approved by a Supervisor. Employees must not work past their regular tour of duty without receiving prior approval from their Supervisor.

An employee's regular tour of duty consists of 7 or 8 hours per day **AND** 35 or 40 hours per week based on their title. Employees in Lifeguard titles can work six (6) days a week (48 hours per week). Employees should indicate the hours they work during the day on their timecard. This should be broken down in Regular Hours worked, Overtime Hours and Comp. Time earned. Regular hours should not be more than the 7 or 8 hours based on the employee's title.

If the hours worked (time in and out) total more than the 7 or 8 hours (based on title), the additional hours **MUST** be claimed as Overtime or Comp. Time. Employees cannot work over the 7 or 8 hour shift without claiming Overtime or Comp. Time. Supervisors must make sure that all Paid Overtime and Comp. Time hours earned by an employee have been pre-approved by a Chief or above before it is actually worked.

Employees cannot work later on certain days and less on other days to make up the 35 or 40 hour per week (based on title). For example: work 9 hours on the first three days, and work 8 hrs the fourth day, and 5 hrs the fifth day totaling 40 hrs. The maximum regular hours worked for any given day cannot exceed the 7 or 8 hours (based on title). The only exceptions are employees who have been approved for a Compressed Work Week.

## **Lateness**

Employees are expected to report for work on time. Most non-managerial employees have a five (5) minute grace period at the beginning of their work shift. Lateness will be calculated from the beginning of the shift for employees who are later than five minutes. This grace period does not apply to the lunch period, employees who are on flextime, and employees at Central Communications.

Deductions for lateness are made on a minute-by-minute basis, first using Compensatory Time balances. If there is none, Annual Leave balances will be used. If there is neither Annual Leave nor Compensatory Time, the time for lateness is deducted from your check.

Employees are expected to leave for work with enough time allowed for unexpected delays. However, lateness due to train delay is not charged against their leave balances once it has been verified with the Transit Authority that there has been a major delay. The train line and the direction of travel (north, south, east, west) must be noted on the timecard so that the delay can be verified by the timekeeper. In instances of delays in types of transit other than the New York City subway system (e.g. buses, ferries, other trains), employees are responsible for obtaining documentation to verify the delay. Documentation must be attached to the timecard.

Excessive lateness may result in disciplinary action.

## **Early Departure**

If an employee is unable to complete his/her shift for any reason, s/he must obtain permission to depart early from a supervisor. Employees should also notify the borough or administration headquarters and give them their name, title, tour of duty, and reason for leaving. Employees of Urban Park Services must also call Central Communications and notify them that they plan on leaving early. Central will give them a log number which they must record on their time cards.

If an employee leaves early due to an emergency illness, the absence may be charged to sick leave in fifteen minute increments. All other early departures must be charged to other leave balances in one hour or half-day increments.

Employees should not be paid for early departure if they have not obtained permission from their supervisor or appropriate manager. The supervisor should note this as absent without leave (AWOL) on the employee's timecard.

## **Lunch Break**

Unless there are extraordinary circumstances, lunch breaks are taken mid-shift and must be approved by a supervisor. Lunch breaks last either half an hour or an hour, depending on the job title or function. You must indicate the time you left for lunch and

the time you returned on your timecard. There is no grace period for lateness from lunch. Employees cannot earn an extra hour of overtime each day by skipping their lunch break. All employees are required to take a lunch break.

Meal periods for employees on later schedules follow similar guidelines with the meal period scheduled during the middle of the tour. For example, employees scheduled 3pm-11:30pm should take the meal break between 7pm-9pm.

All employees must indicate a lunch period on their timecard.

### **Sick Leave Usage**

Sick leave is granted to employees to cover time away from the job due to an incapacitating illness and it must be used in increments of one hour. Approval of sick leave is discretionary with the Agency and proof of disability must be provided by the employee. This must be done within 5 working days of the employee's return to work.

Whenever an employee uses sick leave, the Supervisor has the right to request documentation and the employee **MUST** provide it. Sick leave documentation is required for sick absences of more than three consecutive days. Employees must provide doctor's notes satisfactory to the Agency within five working days of their return to work or within five work days of the request in cases of sick absences for five or more days.

Employees must also provide sick leave documentation if they use undocumented sick leave more than five times in one sick leave period, or if they use undocumented sick leave more than four times in a sick leave period on days immediately preceding or following a holiday or regular day off (RDO). (The sick leave calendar consists of two sick leave periods: January 1 through June 30, and July 1 through December 31).

Both documented and undocumented sick leave must be noted on the employee's timecard. Documentation should be submitted to the Supervisor for approval and then stapled to the timecard. Documentation submitted after the timecard has been forwarded to Timekeeping must be signed or initialed by a Supervisor indicating acceptance. Pay for undocumented sick leave requires a Manager's approval.

Acceptable documentation consists of a note from a health practitioner licensed to diagnose and certify illness or disability by the state in which he or she practices. It must clearly indicate the date the employee saw the doctor, the dates the employee is unable to work and the date the employee can return to work. The note must be on letterhead and include the doctor's address and phone number. **Documentation must be original; copies are not acceptable.**

When employees exhausts their sick-leave balance, the absence will be charged to Annual Leave unless the employee otherwise requests it by indicating it on the timecard. If an employee is hospitalized or seriously disabled while on Annual Leave,

the absence can be charged to sick leave if documentation is submitted, verified and approved by a Manager.

Supervisors should ask employees to try to schedule regular check-ups on their Regular Day Off (RDO) whenever possible. If they must schedule it on a workday, it should be scheduled before or after their shift to reduce the amount of time missed.

A Leave of Absence Form (LOA) signed by someone of at least the Chief level is required for any sick leave of four weeks or more whether the absence is paid or not. A Leave of Absence Form is available from the Borough Chief of Administrative Services. If the absence continues for more than four weeks, a new doctor's note and leave form is required each month. This documentation is to include an estimate of the length of absence and is used to confirm that the employee is still under a doctor's care.

**Approved Sick Leave may be used in 1 hour increments.**

#### **Absence Control**

During the two six month sick leave periods (January 1 through June 30 and July 1 through December 31), the Agency implements a policy of Absence Control that monitors and tracks undocumented absences. During the two six month sick leave periods, employees will receive points for any instances of undocumented sick leave.

**Employees receive 4 points for an undocumented absence in the middle of the week and 5 points for an undocumented absence before or after an RDO or a holiday.**

Employees will receive a letter from their Supervisor informing them of the number and the dates of any instances of undocumented sick leave.

The accumulation of points results in a series of Steps (level 0, 1, 2, and 3) each with progressive discipline procedures.

<b>Step</b>	<b>Number of Points</b>	<b>Disciplinary Action</b>
0	5-9	Informal Discussion
1	10-14	1 <sup>st</sup> Supervisory Conf.
2	15-19	2 <sup>nd</sup> Supervisory Conf.
3	20-24	3 <sup>rd</sup> Supervisory Conf.
<b>Sanction</b>	<b>24+</b>	

Employees in Sanction Status are ineligible to be paid for sick leave unless documented by a licensed health practitioner. An employee will remain in Sanction Status until s/he completes an entire six month leave period without using sick leave more than two times, whether documented or not.

#### **Annual Leave Usage**

Annual Leave can be used for vacations or personal business with the approval of the Supervisor. Supervisors take into account the needs of the operation and other staffing when approving Annual Leave. For Supervisors to plan accordingly, employees must inform them of any days that they plan on using for Annual Leave at least two weeks before those dates appear on the bi-weekly schedule. The Supervisor must issue his/her approval in writing at least 48 hours before an employee can take Annual Leave.

Supervisors should make sure that their employees responsibly schedule and use their Annual Leave so that they do not build up an excess of time. If employees earn and do not use over two years worth of accrued Annual Leave (approximately 30 days for new employees), the excess leave may be converted into sick leave. The leave year runs from May 1 until April 30. Conversion of excess leave will take place after May 1.

The City's leave regulations state that employees' leave balances must be reduced to the amount accrueable in a two year period by April 30<sup>th</sup> for non-managerial employees and December 31<sup>st</sup> for managerial employees.

Example: if an employee accrues 20 days a year, s/he should have 40 days or less in their Annual Leave by April 30<sup>th</sup> for non-Managers or by December 31<sup>st</sup> for Managers. Annual Leave balances over this two-year cap (excess Annual Leave) will be converted to Sick Leave. Employees who have excess Annual Leave balances may request to carry over their excess Annual Leave into the new leave year by submitting a Request For Carry Over of Excess Annual Leave Form. Non-managerial employees must submit the form by March 30<sup>th</sup> and managerial employees must submit the form by November 30<sup>th</sup>. Note: submitting this form does not guarantee approval.

**Approved Annual Leave may be used in 1 hour increments.**

### **Emergency Personal Business**

Emergency Personal Business is the use of Annual Leave for an absence not related to illness that is not scheduled at least 48 hours in advance. The approval or disapproval of EPB is subject to the discretion of the Supervisor. Emergency Personal Business, whether paid or unpaid, should be clearly indicated on the timecard. Below are the procedures that need to be followed when using EPB:

- I. Written justification must be submitted to the immediate Supervisor within five (5) working days of the absence.**
- II. The employee must call the number designated for such purposes in his borough/division at least one (1) hour prior to his/her scheduled starting time, with notification that this is an emergency. If an employee forgets the call-in number, s/he can obtain it by calling Central Communications at (800) 201-PARK. When they call in, employees will receive a log number which they must record on their timecards.**

- III. Late calls will be accepted at the discretion of the Agency with supporting documentation explaining the circumstances that prevented a timely call.
- IV. Upon receipt of documentation as outlined above, management will use its discretion in considering approval for pay.

Failure to follow the above established procedure may result in loss of pay.

### **Compensatory Time**

**All Compensatory Time hours must be pre-approved at the level of Chief or above before it is earned.**

Compensatory Time is earned in one-quarter (1/4) hour increments with a minimum of one hour credited per week, except for an employee covered by FLSA who has worked in excess of 40 hours in the week. The employee must clearly indicate any Compensatory Time on his/her timecard along with the reason for earning the time. For employees who are covered under FLSA, voluntary overtime actually worked in excess of 40 hours in a calendar week shall be compensated at the rate of time and one-half (1½x). You cannot earn Compensatory Time by working through lunch.

**Compensatory Time may be used in one-quarter (1/4) hour increments.**

Compensatory time-off shall be scheduled at the discretion of the Agency but it will not be scheduled without the consent of the employee within thirty calendar days following its earning.

All Compensatory time-off must be used by the affected employee within four months following its earning. Any such Compensatory Time the employee chooses not to use shall be added to his/her Sick Leave balances. However, any Compensatory Time that an employee earns by working on a holiday can be scheduled for use by the Agency as early as the same week it is earned, but cannot be rolled over into any other leave balances. Also, FLSA Compensatory Time cannot be rolled into any other leave balances.

### **Cash Overtime**

All Cash Overtime hours must be pre-approved at the level of Chief or above. In addition, a Paid Overtime Justification Form must be submitted by the Supervisor.

Cash Overtime is time earned for hours worked beyond your regular tour of duty. When an employee works in excess of forty (40) hours in any calendar week, the employee shall be compensated for those extra hours in cash at a rate of time and one half (1½x). For employees whose normal work week is less than forty (40) hours, any time worked between the maximum of that work week and forty hours shall be compensated in cash in straight time (1x). **Cash Overtime is earned in one-quarter (1/4) hour increments with a minimum of one hour credited per week unless covered by FLSA and the employee has worked in excess of 40 hours.** Therefore, an employee will not earn

cash overtime if s/he works less than one hour of overtime a week. Cash Overtime MUST be accompanied with a written justification by your Supervisor. You cannot earn overtime by working through lunch.

### **Workers' Compensation**

If an employee becomes disabled due to job-related injuries or illness, they may be eligible for Workers' Compensation. To receive Workers' Compensation, the employee must inform the physician or health professional that the injury is work-related. They must also inform their Supervisor immediately of the occurrence and fill out form WCD-23 (Employee Statement of Accident) and DP-2002 (Employee Selection of Options) and submit the forms to their Supervisor within 24 hours of the accident. These forms are available at the Borough Office and Payroll & Timekeeping.

Paperwork regarding Workers' Compensation claims are to be submitted to the Workers' Compensation Coordinator in Payroll & Timekeeping within 48 hours of the accident by the Borough Chief of Administrative Services.

The employee must also submit a Leave of Absence Form along with doctor's notes to his/her Supervisor for approval of all Workers' Compensation absences. The doctor's note must state the nature of the injury, date(s) the employee cannot work and indicate that the absence is due to the work-related injury or accident. New doctor's notes and leave forms are required each month if the absence continues for more than four weeks. Weekly timecards should be submitted during the entire absence indicating Workers' Compensation or Sick Comp.

Employees on Workers' Compensation cannot return to work without a doctor's note indicating that they are able to return to work and are able to completely perform all the duties described in their job title and with approval from the Borough Office.

### **Family and Medical Leave Act**

Under the Family and Medical Leave Act (FMLA), an employee who has worked for at least twelve (12) months and at least 1,250 hours, may take up to twelve (12) weeks of unpaid leave in a rolling 12-month period to care for a newborn child, a seriously ill spouse, child or parent, or to receive medical care for his/her own serious health condition. The employee will maintain his/her group health insurance while on FMLA leave.

An employee must submit a request for leave under The Family and Medical Leave Act Form and a Certification of Physician or Other Health Care Provider form or Child Care Leave Certification form to the Benefits Division at least thirty (30) days before the leave begins.

Under FMLA, employees are granted two (2) sick leave days a year in order to take care of family members who are sick. In order to use their sick leave, employees must

provide original documentation to their supervisor and submit it with their weekly timecard.

### **City Child Care Leave**

Child Care Leave will be granted without pay to employees who become parents through either birth or adoption of a child younger than four years old. Up to four years will be granted for the first Child Care Leave, and up to three years for other Child Care Leaves. Child Care Leave must be taken in one continuous absence. A Leave of Absence Request is required for Child Care Leave and should be submitted to Timekeeping at least six weeks in advance of leave. This request must be approved at the Commissioner level and by the employee's Supervisor.

City Child Care Leave can commence any time before the fourth birthday of the child provided that there is prior notification to the Borough. Pregnant employees may request that leave begin earlier under FMLA Child Care Leave if medical documentation is provided and 30 days notice is given.

Sick leave may be used for pregnancy-related disabilities during the period a woman is unable to work. Doctor's documentation must be provided. All Annual Leave and Compensatory Time balances must be exhausted prior to the commencement of Child Care Leave. Prior to beginning Child Care Leave, employees may remain in pay status for a period of time equal to all current accrued Annual Leave and Compensatory Time.

Child Care Leave taken within the first year of birth or adoption must be under FMLA child care leave. The Family and Medical Leave Act allows an employee to continue to receive his/her group health insurance for up to twelve (12) weeks in a calendar year. FMLA must be used concurrently with available usage of leave balances. The FMLA Child Care Leave may be extended. FMLA forms and proper documentation is required to use FMLA Child Care Leave.

Employees who elect to take less than the maximum period of leave may choose to extend it twice. Each extension must be a minimum of six months. Employees may be granted more than two extensions at the discretion of the Commissioner. No matter how many extensions are granted, the total leave may not exceed the four-year or three-year limits.

Employees returning from Child Care Leave should notify their Borough Chief of Administrative Services. Notification should be given at least six weeks in advance, either of the intent to return to work or to request an extension of the leave. The Agency may approve or disapprove an employee's request to return from Child Care Leave before the expiration of the granted leave period.

### **Bereavement Leave**

In the case of a death in the immediate family, employees may take a paid leave of absence for up to four days immediately following the death. Immediate family is

defined as spouse, domestic partner, natural, foster, or step parent. It also includes child, step-child, grandchild, sibling, father-in-law or mother-in-law or any relative residing in the household.

Bereavement Leave may also be taken by City employees in the event of the death of a domestic partner's parent or child or a relative of such domestic partner residing in the household as long as the relationship is formally registered with the City Clerk and the employee has a Domestic Partnership Registration Certificate.

Documentation is to be attached to the timecard.

An employee must notify the Borough Office or Supervisor of the absence as soon as possible. A copy of the death certificate or documentation from the funeral home indicating the relationship is to be attached to the timecard upon return from the leave. If the documentation is not available when the timecard is submitted, it should be initialed by the Supervisor and forwarded to the Timekeeper as soon as possible.

Seasonal employees with less than one year of continuous service are not entitled to Bereavement Leave.

### **Jury Duty**

Employees are to notify their Supervisors as soon as possible prior to jury duty. Before going on jury duty, employees should submit a copy of the subpoena with their timecard. After returning from jury duty, employees are to staple the original Court Certificate to the time card and keep a copy for their records. Both documents are required to receive proper credit for Jury Duty Leave. If they are not received, the absence will be charged to Compensatory Time or Annual Leave. Employees should inform the court that they will receive pay from their employer.

If a jury session starts later or ends earlier than the beginning or end of an employee's regularly scheduled work day, the employee is to report to work provided at least one hour of your regularly scheduled work day can be worked. This includes employees serving as grand jurors in courts that divide grand jury service into morning and afternoon sessions.

Employees can keep the reimbursement for transportation. Any other money received for serving on jury duty must be returned to the Agency. Employees should make a certified check or money order payable to the New York City Department of Finance and send it to Payroll & Timekeeping.

### **Leave of Absence**

The Commissioner may grant Leaves of Absence without pay for reasons other than those described in this manual to permanent employees for a period of one year.

Extension of such leaves (up to an additional year) may also be granted by the Commissioner. Further extensions may be granted by the City Personnel Director.

A completed Leave of Absence Form along with proper documentation is required.

### **Military Leave**

Employees are entitled to paid leave of absence while performing 'ordered military duty' as defined by Military Law. The time period is the greater of either 30 calendar days or 22 work days in one calendar year. After this statutory entitlement has been exhausted, employees may use their Annual Leave and Compensatory Time balances.

Employees who serve in the Military Reserves are entitled to Military Leave for weekend service only when their tour of duty includes weekend work. If their regular tour of duty is Monday through Friday, they are not eligible for Military Leave for weekend service.

Requests for Military Leave are to be made as far in advance as possible to the immediate supervisor and the Timekeeping office along with the following forms: Approved Leave of Absence Form; copy of the Enlistment Contract or Service Agreement; copy of the quarterly drill schedule; certificate of attendance or pay voucher upon return, and a copy of the military orders. Annual Leave and Compensatory Time will be charged until documentation is received.

## **Dedicated Sick Leave**

The Dedicated Sick Leave Program allows employees in titles eligible for collective bargaining (incl. Trades), in Mayoral Agencies to voluntarily donate Sick Leave and/or Annual Leave for use as Sick Leave by a seriously ill or injured eligible employee who has been designated by the donor. Eligible recipients may receive up to 180 days of paid Sick Leave in any one-year period. Covered employees may also donate leave to or receive from, Managers and other employees in titles not eligible for collective bargaining who are covered by the Salary Continuation Program.

An employee who wishes to donate Annual Leave and/or Sick Leave to a specific individual must meet the following criteria:

1. Employee must be in a title eligible for collective bargaining
2. There is a minimum donation of one day of Annual Leave or Sick Leave.
3. An employee with fewer than ten years of City service may donate only Annual Leave.
4. An employee with at least ten years of City service may donate Sick Leave and/or Annual Leave. In order to donate sick leave, an employee must have a Sick Leave balance of at least 24 days.

### ***Criteria for Recipient Eligibility***

1. Employee must be in a title eligible for collective bargaining and have at least two years of continuous full-time City service.
2. Employee's illness or injury must not be job-related and must require an absence of at least 30 consecutive working days. Absence must be supported by acceptable medical documentation.
3. Employees who are eligible for the advancement of Sick Leave under Section 3.4 of the Leave Regulations under the Career and Salary Plan must apply for such advanced leave before receiving Dedicated Leave.
4. A permanent employee with at least ten years of continuous City service must apply for Sick Leave grant under Section 3.5 of the Leave Regulations under the Career and Salary Plan.
5. All Annual Leave and Sick Leave, Compensatory Time balances, Leave Advancements, and Sick Leave grants must be exhausted.
6. Dedicated Leave may not be used as a supplement to income benefits under any City or union short term or long term disability program. If the employee has already received these income benefits, those benefits must be reimbursed.

### ***Program Requirements:***

1. There is no enrollment period. Donations are made on an "as-needed" basis.
2. All Dedicated Leave is irrevocable.

3. Each day of leave donated will be deducted from the donor's leave balance as one full day. However, each day of Sick Leave donated will be credited to the recipient as one-half day. Each day of Annual Leave will be credited to the recipient as one full day.

An employee who wishes to donate Annual Leave and/or Sick Leave OR receive Dedicated Sick Leave must complete Form DP-2517 or Form DP-2518 respectively and submit it to Payroll & Timekeeping, Arsenal West, 16 West 61 Street, 8<sup>th</sup> Floor, Att: Director.

## **Disciplinary Procedures**

The following is a brief overview of the most important aspects of the office and of the Parks Department's disciplinary procedures.

### **PROGRESSIVE DISCIPLINE**

Supervisors have the initial responsibility for discipline.

Supervisors should keep track of any disciplinary problems and they should document all incidents of misconduct in memoranda, letters, etc. Supervisors should be familiar with the verbal discussion form and use it on a regular basis.

- **Verbal Discussion Form/Verbal Warning** – When a supervisor takes notice that an employee is starting to have a disciplinary problem, whether it's time and leave, neglect or insubordination, the supervisor should have a meeting with the employee to discuss the problem. This is useful, for example, when an employee is having a personal problem outside of work that could be causing disciplinary issues. The supervisor is then aware of the problem and will know how to handle the cause for concern. This meeting should be documented on the verbal discussion form, which belongs in the employee's borough file for easy access. This is also a way to document the problem in case it becomes a disciplinary case in the future. It is a way for the agency to show that the supervisor discussed the issue with the employee before he or she was disciplined, and shows that the supervisor made an attempt to help the employee. The employee does not need to know the form has been used. It is generally in the supervisor's discretion whether or not to tell the employee. Either way, it should be in the borough disciplinary file.
- **Supervisory Conferences** – This is a documented discussion with the employee. The supervisor should detail and explain the conduct or performance that has been unacceptable and should cover ways to correct the situation. This discussion is put in writing on the Supervisor's Conference form so that it can be placed in the employee's personal history folder (with Personnel). Also, copies of all conferences should be sent on to the Advocate's Office so that if the Advocate deems the conduct to be very serious and in need of formal discipline, it can be pursued at that point..
- The supervisory conference should be held as soon as possible after the incident occurs.
- The employee must be present for the supervisory conference. The employee is shown the report of the conference in front of another witness and is requested to sign it. The supervisor also signs. If the employee refuses to sign, then the witness will sign on the line that states, "employee refuses to sign." The employee does not have to sign, but if he or she does not sign, it will not invalidate that the conference took place.

- The employee is permitted to write a rebuttal to the conference, which can also be placed in the personal history folder. This gives the employee the opportunity to explain him/herself in writing.
- A second supervisory conference for the same type of misconduct should state that the same problem has occurred before.
- It is not mandatory that a supervisory conference take place prior to the initiation of a formal case by the Advocate's Office. However, the supervisory conference is a useful way to portray how a problem has persisted, and is often used as evidence at an Informal Conference.
- Please use supervisory conferences to document and warn employees of excessive absences and lateness. But please do not do a supervisory conference if an employee is out sick with documentation. In these instances, please notify the Advocate's Office, as a meeting with the city doctor is often a better alternative.

## **FORMAL DISCIPLINE**

- Formal discipline occurs when an employee requires discipline other than a written or verbal warning.
- By law, permanent Civil Service employees and provisional employees with more than two years of continuous service are entitled to a multi-step process of disciplinary proceedings before any penalties can be imposed.
- There are many ways the Advocate's Office can end up pursuing formal discipline with an employee – often allegations are referred from a supervisor or manager, other employees or even parks patrons, as is often the case with Urban Park Rangers.
- Action is taken once there is an allegation concerning an employee. This action includes investigation, interviews and reviewing relevant documentation. It takes more time for more complex investigations.
- Once it has been established that a formal case is necessary, the disciplinary counsel drafts charges against the employee. This is an outline of the rules and regulations in the Parks' Standards of Conduct that have been violated. These charges are used for either an Administrative Review or an Informal Conference....

## **Administrative Reviews**

- An administrative review is used when an incident occurs that does not warrant formal disciplinary charges, but requires more discipline than a supervisory conference.
- The administrative review is often used for vehicle accidents, or acts of negligence. Very rarely used for something willful or egregious.
- In each borough, a supervisor or manager is appointed as an Administrative Review Officer. For Urban Park Rangers, the Administrative Review takes place for the Administrative Review Officer for the borough where the employee is posted.

- When a supervisor or manager believes that an Administrative Review is warranted, he or she will file an Administrative Review request with the Administrative Review Officer. The Administrative Review Officer then signs and submits the request to the Advocate's Office within 24 hours of receiving the notice.
- The Advocate's Office then determines whether the Administrative Review process is the appropriate way to discipline the employee. Sometimes a supervisory conference is enough, or formal charges may actually be warranted.
- If it is determined that an Administrative Review is the most appropriate way to discipline the employee, then a date is scheduled for the hearing to take place with the Administrative Review Officer and disciplinary counsel from the Advocate's Office. The employee is sent a letter of notice and the outline of charges that have been preferred. The charges are the rules of the Standards of Conduct that have been violated.
- At the Administrative Review meeting, the employee is entitled to bring a union representative or an attorney, and the Advocate's Office attorney is present. The complainant (which is usually a supervisor or manager) must also be there to explain the incident. This is a very informal procedure.
- After the hearing, the Administrative Review Officer determines if the employee is guilty or not guilty, and chooses a penalty. The Administrative Review penalties are either a written reprimand, a forfeiture of annual leave days (up to five) or a fine (up to \$200). After one year, the penalty is expunged from the employee's personal history folder, if the employee does not have any further disciplinary problems.
- After receiving the Administrative Review Officer's decision, the employee can either accept the penalty or appeal. There are two choices depending on the civil service rights the employee has. If the employee has Section 75 Civil Service Rights, then he or she can appeal their case to the Office of Administrative Trials and Hearings. If the employee does not have Section 75 Civil Service Rights, or does have them and chooses to forego the trial, they can pursue the contractual grievance procedure, and have a Step II hearing at the Parks' Office of Labor Relations.

## Informal Conferences

- If an employee needs to be disciplined for serious misconduct, it requires an Informal Conference. There are approximately three sets of Informal Conferences a month, and they are held at the Advocate's Office.
- At least eight days prior to the Informal Conference, the employee is served with a notice letter and the charges. The employee is both personally served, and sent the charges via first class/certified mail.
- The people present at the Informal Conference are the Informal Conference Leader (a chief or manager who will be the "judge" for the case), the Parks Advocate attorney, the employee and his/her union representative or attorney.
- This is a more formal proceeding than the Administrative Review, but is still fairly relaxed. There are no witnesses, but written documentation is submitted as

evidence. The hearing takes place in an orderly fashion, and each side has their turn to prove a case. Generally, the Advocate's Office attorney presents the charges and evidence and explains why the Advocate's Office is recommending a specific penalty. Then the employee and his/her union representative or attorney will explain their side of the story, and usually refutes the charges and provides an explanation for the misconduct.

- After the Informal Conference, the Informal Conference Leader has five days to come up with a determination of a penalty for the employee. The leader can use this time to speak with witnesses or the employee's supervisor. The leader then determines an appropriate penalty if the employee is found guilty. The penalty does not have any limitations, as with the Administrative Review. The penalty can be anything from termination to forfeiture of vacation days.
- The employee has the option to reject or appeal the recommended penalty. If the employee opts to appeal the penalty, then he or she will have the same choices available as with the Administrative Review. Those with Section 75 civil service rights may appeal to the Office of Administrative Trials and Hearings for a formal trial on the matter. Those who only possess contractual grievance rights may appeal through the grievance procedure, which results in a Step II procedure at the Parks' Office of Labor Relations. Employees with Section 75 civil service rights have the option to choose the contractual grievance procedure instead of appealing to OATH.
- The contractual grievance procedure consists of several steps. First the employee's appeal is heard by the Parks' Office of Labor Relations, and if the employee wishes to appeal that decision, it goes on to the New York City Office of Labor Relations, and it eventually is heard in an arbitration.
- When an employee receives a determination from their Informal Conference, the penalty is NOT imposed until the first appeal is heard. For example, if an employee is terminated, he or she is not officially terminated until the decision comes down from OATH or the Parks' Office of Labor Relations, depending on which appeal was utilized. So, even if an employee has been terminated by decision of an Informal Conference leader, he or she must still be working until there is an appeal decision upholding that termination.
- It is also important to note that some employees may be suspended from duty pending the determination of their charges at the Informal Conference. These employees are suspended for very serious cases and the suspension without pay can last no longer than thirty days. After the thirty days the employee must be paid until the case is adjudicated. The suspension pending charges is most commonly used when employees in safety sensitive positions fail a drug test. It's also used when an employee's misconduct was particularly egregious and/or violent.

## **TYPES OF DISCIPLINARY PROBLEMS AND THE APPROPRIATE WAY TO HANDLE THEM**

### **Drugs and Alcohol**

- The Advocate's Office has an investigator who administers drug tests for Parks employees.
- There are two different occasions when drug testing is utilized: (1) The employee has a commercial driver's license and/or is engaged in safety sensitive functions, and then is subjected to random drug testing; and
- (2) Reasonable suspicion – When an employee is seems to exhibit symptoms of either drug or alcohol use while at work. This is important because the Advocate's Office must be notified whenever an employee seems to be under the influence of any substance while at work. Once the office is notified, an investigator will come to the workplace to determine whether or not the person meets the standards necessary to be considered a reasonable suspicion. If the standards are met, the employee is drug tested.
- Never hesitate to call if there is even the slightest possibility that an employee is under the influence of any type of controlled substance or alcohol. It is never acceptable behavior and puts all employees at risk. Keep in mind that the supervisor or manager is never responsible for making the decision of whether or not the drug test will be administered. Only the Advocate's Office investigator makes that decision.
- When an employee tests positive for drugs and/or alcohol from either a random drug test or a reasonable suspicion drug test, he or she will be subjected to formal charges. The employees who possess a commercial driver's license will be immediately suspended as well.

## Time and Leave

- Most important – documentation! This is the supervisor's documentation of the problem. When a supervisor becomes aware that an employee has a problem with time and leave, whether it is lateness or excessive absences, the supervisor should start to take note of the problem by keeping track of the days the employee is either late or absent. Keep in mind that this must be an ongoing issue. One bad month does not necessarily warrant formal discipline. Employees may have problems whether they be personal or medical that can keep them from attending work on a regular basis. Sometimes the employee is embarrassed to tell a supervisor what is really going on. A supervisor should first and foremost approach the employee and simply ask what the problem is. This should not be a supervisory conference; it should be a genuine show of concern for the employee. It is in the supervisor's discretion whether or not this should be documented in a verbal discussion form.
- If the employee does not respond to an initial discussion with the supervisor then the supervisor should give a verbal warning documented on the verbal discussion form. If that is not of use, then there should be a supervisory conference explaining that the next step will be formal discipline. If all else fails, an Informal Conference will take place. A formal case for time and leave does require a long passage of time, because unlike other acts of misconduct, excessive absences and lateness need to build up over time to become excessive.

- Please note that if there is not a supervisory conference for an employee with time and leave problems, the Advocate's Office will not proceed directly to formal charges. It is necessary that a supervisory conference be given in time and leave cases in order to show that progressive discipline has taken place.
- Cases based on time and leave are tricky because of the reasons that an employee may not be coming to work. If an employee is consistently providing documentation then it may not be a case for formal discipline, although it should be referred to the Advocate's Office for a medical concerns.
- Timecards – Do not be afraid to write on an employee's timecard. This cannot be emphasized enough. Employees often do not write the true nature of their absences on timecards. They often write that they used annual leave time or vacation time when they were actually AWOL or using emergency personal business. If a supervisor signs off on that card, it will be coded as vacation time, and then it is not chargeable. When you are in this situation and you know an employee was AWOL or out on annual leave that was not pre-approved, then cross it out and rewrite the actual reason for the absence(s). Also, feel free to circle late arrivals and point out when there is no documentation. This is helpful for Payroll, and it is helpful if the issue becomes a formal case later on. The more information supplied on the timecard the better.
- Supervisors and Managers must be very careful with timecards so it is clear exactly why an employee was absent, and whether or not there was documentation.

### **Insubordination**

- Documentation is also very important; always make sure an employee knows that the action is wrong. If it is a very serious incident, for example, a physical altercation, call the Advocate's Office immediately.
- If there is a problem that supervisor/manager has heard about but isn't sure exactly what is going on, for example, employees not doing their job while out in the field, leaving work site without authorization, falsifying timecards, overall malaise, causing problems, etc., document the problem and call the Advocate's Office. Many of these issues can be investigated.

### **EMPLOYEES WHO DO NOT HAVE ANY CIVIL SERVICE OR CONTRACTUAL GRIEVANCE RIGHTS**

- Seasonal workers and Job Training Participants do not possess civil service rights. Therefore, they can be terminated and/or penalized without the need for an Informal Conference or any of the regular disciplinary procedures.
- However, for the most part, the same rules apply for progressive discipline – they should receive supervisory conferences and verbal warnings. Documentation is still necessary, especially to show that an employee has been warned that he or she may lose their job.
- When these employees are AWOL on more than three occasions they should be terminated. If we receive a supervisory that states an employee has been AWOL

or excessively absent on multiple occasions, we will advise termination. It is very common for job training participants to have time and leave problems. Be sure their abuse is documented and that they receive supervisory conferences.

- For provisional employees – those employee who have been here for less than two years; if you know this employee has had a great deal of disciplinary problems, don't wait until they are permanent employees and expect the Advocate's Office to take care of it. This only adds to the cases we have pending. Don't be afraid to terminate these employees you know to be unwilling and unable to do their job properly. There is a reason for the provisional period, so please take advantage of it

## **HOW TO USE THE ADVOCATE'S OFFICE MOST EFFECTIVELY**

- When in doubt, call the Advocate's Office first!
- Remember that the Advocate's Office always does the best we can, but sometimes it will take time.
- Progressive discipline is important, and the only way to effectively solve problems for the employees who have civil service rights.
- Don't let problem employees get out of hand – don't wait until the problem is impossible to bear.

# Customer Service

## The Goals of Customer Service

- The primary goal of customer service is to establish and maintain good relationships with all of our customers while doing our job in a professional and efficient manner.

## VALUES

### Respect:

Treat our customers fairly and with courtesy. Be accessible for all individuals, regardless of their language preference, gender, country of origin, skin color, disability, sexual orientation, or any other factor.

### Timeliness

Address issues quickly and effectively. Be clear in the steps you are taking to resolve a customer's inquiry.

### Quality.

Our customers' concerns are our concerns:

Assume responsibility for their needs and give answers that are accurate and complete.  
Provide the same great service over the phone, in a letter, an e-mail or in person.

## Who is a Customer?

A customer is anyone who requires a service, asks for assistance or interacts with you on a professional level.

Customers can be divided into two groups:

- Internal Customers
- External Customers

- Internal customers are our co-workers:
  - The people who work alongside you on a daily basis.
  - Your Supervisor
  - Anyone else who works for Parks & Recreation.

- External customers are people outside the Agency with whom we interact:
  - The general public
  - Daycamps
  - Community groups

### **Establish Professional Relationships**

We can't get the job done if we don't get along with each other. Be friendly. Go out of your way to introduce yourself. Say hello to everyone you meet.

When you need them, they will be more likely to help you. We work best when we work together.

### **Things to Remember**

- A customer should never be considered an interruption of our work or activity.
  - Parks is a service related industry. Serving the public and our internal customers is the reason we are here.
- Customers should never be considered outsiders.
  - Instead, think of them as partners in our working relationships.
  - A customer should be made to feel welcome like a guest in a home.

### **Communication is:**

- 55% our gestures.
- 38% our tone of voice.
- only 7% our words.

### **5 Strategies for Effective Communication**

**Confirming** – using short comments, gestures or non-verbal sounds to let customers know you are interested, and to verify that you understand what they are talking about.

Example:

- Non-verbal sound – “Mmm hmm”
- Comment – “I understand”
- Gesture – nodding

**Paraphrasing** – restating information to make it clearer and more understandable.

Example:

A postal clearance will go out. That means we send a letter to the postmaster to find out if s/he receives mail at the address we have listed. That tells us if the address is good.

**Reflecting** – listening to information, processing it, and then restating it back to the speaker to summarize your understanding of what s/he is saying. Reflecting statements should also reflect the customer's emotions and feelings whenever possible.

Example:

"So in other words, he claims he hasn't had enough money to make a payment in 6 months, yet he bought a brand new car? You sound angry at him, and I can see why."

**Making Eye Contact** – letting the customer know you are interested, you are listening, and you want to help. Lack of eye contact can create an environment of distraction or distrust.

Example:

Not looking at a customer (internal or external) when he or she is talking to you.

### **Questioning**

– listening to information, then asking questions to expand on that information. Questioning enables you to understand the meaning of customers' comments or phrases. Use closed-ended and open-ended questions.

Example:

"You said you don't think you should be paying this amount anymore. How have your circumstances changed?"

### **Barriers vs. Boundaries**

- **Barrier**- Anything that prevents you from providing excellent customer service
- **Boundary**-allows you to give excellent customer service within the conditions in which you work

### **Language Access at Parks**

- Parks is developing new multi-lingual and directional signage
- Parks is developing its first Language Access Plan as part of Executive Order 120
- ✓ We offer interpretation services in contract with Language Line and by calling Central Comm. at 888-NYPARKS.
- ✓ We are translating signs and many other materials
- ✓ We have started a volunteer Language Bank. Think about joining.
- ✓ New Tools for Determining Language Spoken

"I Speak" cards and new interpretation services posters will help Parks Staff get interpretation services to those who need them.

**NYC**

# I speak...

Attention agency employee: Please call an interpreter, this customer requires language assistance. See reverse side for language.

**NYC**

Michael R. Bloomberg  
Mayor

## Free Interpretation Service Available

### English Translations

Point to your language. An interpreter will be called.  
The interpreter is provided at no cost to you.

#### Shqip / Albanian

Tregoni me gisht gjithen tuaj. Do të thërraxim një përkthyes. Përkthyesi do të merret falas përfshi.

#### Arabic / عربى

أشر إلى لغتك. وسوف يتم جلب مترجم فوري لك.  
يمكن تأمين المترجم الفوري مجاناً.

#### સાન્સ્કૃત / Bengali

অন্তর ভাষার কিংবা নির্দেশ করুন। যদেখন দার্শনীকে আপনি দেখে।  
সামাজিক সাম্পর্কের জন্য।

#### 廣東話 / Cantonese

請指認您的語言。  
以便為您提供免費的翻譯服務。

#### Français / French

Pointez vers votre langue et on appellera un interprète qui vous sera fourni gratuitement.

#### Ελληνική / Greek

Δείξτε τη γλώσσας που θα χρησιμοποιείτε στο διαρκεία.  
Ο διερμηνέας σας παρέχεται δωρεάν.

#### Kreyòl / Haitian Creole

Lonje dwèt ou sou la lang ou pale a epi n ap rete yon entèprett pou ou. Nou ba ou sevi entèprett la gratis.

#### עַבְרִית / Hebrew

הצביעו על השפה שילד בדי ל'אנו לך מתרגומת.  
שירותו של המתרגם יתבצע ללא תשלום.

#### हिन्दी / Hindi

आपनी भाषा पर अंग छर्चे और एक दुर्घटिक भुजान आहणा  
दुर्घटिके का प्रबन्ध आप पर दिला जिन्ही खर्च को लिया जाता है।

#### Italiano / Italian

Puntate sulla propria lingua. Un interprete sarà  
chiamato. Il servizio è gratuito.

#### 日本語 / Japanese

あなたの話す言語を指して下さい。  
無料で通訳を提供します。

#### 한국어 / Korean

귀하께서 사용하시는 언어를 지적하시면 해당  
언어 번역 서비스를 무료로 제공해 드립니다.

#### 閩南語 / Mandarin

請指認您的語言。  
以便為您提供免費的口譯服務。

#### Polski / Polish

Proszę wskazać swój język i wezwie my tłumacza.  
Tłumacza zapewniamy bezpłatnie.

#### Português / Portuguese

Indique o seu idioma. Um intérprete será chamado.  
A interpretação é fornecida sem qualquer custo para você.

#### ਪੰਜਾਬੀ / Punjabi

ਕਿਸੇ ਭਾਸ਼ਾ ਦੀ ਵਿਕਾਸ ਕਰੋ ਜੋ ਆਪਣੇ ਸੁਵਾਲੀਂ ਪੁਸ਼ਟੀ ਦੇਣਾ  
ਜਿਸ ਵਿਕਾਸ ਕਾਰਨ ਇਸ ਵਿਕਾਸ ਵਿਚ ਸਹਾਇਤਾ।

#### Русский / Russian

Укажите язык, на котором вы говорите. Вам выдадут  
переводчика. Услуги переводчика предоставляются  
бесплатно.

#### Español / Spanish

Séñale su idioma y llamaremos a un intérprete.  
El servicio es gratuito.

#### Tagalog / Tagalog

Ituro po ang inyong wika.  
Isang tagosolin ang isopgkakaloob na ang libre ka inyo.

#### Українська / Ukrainian

Вкажіть вашу мову. Вам викликнуть перекладача.  
Послуги перекладача надаються безкоштовно.

#### اردو / Urdu

ایسے دیکھیں جو تحریر کریں اور اسکے ترجمہ میں 24x7 مارکیٹ مترجمین  
کا انتظام اپ بے پیغیر کسی خرچ کی کہا جائے۔

#### יידיש / Yiddish

וְאֵת שֶׁתְּבִרְךָ בָּרוּךְ בָּרוּךְ הוּא בְּרָכָה אֲלֹהִים  
אלֹהִים בְּרָכָה יְהוָה זְהַלְלָה אֲלֹהִים, עַזְוֹת אֲלֹהִים כְּבָדָלָה.



LanguageLine 800-225-1212

## Dealing with Customers

1. Listen to the customer's questions or concerns.
2. Look at them, listen to them, show your interest and concern.
3. Answer the customer's question and/or explain Parks policy if necessary.
4. Act to address the customer's concern immediately.
5. If the issue is beyond your ability to address, recommend that the customer call 311 to officially register their concerns or obtain more information.
6. When necessary, relay the customer's concern to your supervisor.

## Answering the Telephone

### Remember to -

Pick up the phone within three rings.

List your division and name

Engage the caller with a friendly, helpful attitude.

Answer the caller's questions and help the caller to the best of your ability.

Smile and take a deep breath when confronted with an irate caller.

End the call by saying "Thank you for calling Parks and Recreation."  
- your customer.

**STANDARDIZED CALL CENTER LANGUAGE** **NYC**

**GREETING:**

**1** "Thank you for calling [Agency name]"  
Example: "Thank you for calling DEP"  
This phrase should be said as is and not shortened.  
Additional pleasantries are encouraged.  
[Good Morning/Afternoon/Evening, etc.]

**2** Provide your name (first name or Mr/Ms/Mrs. Last Name)  
Examples: "This is Joe"; "My name is Joe"; "Joe speaking"

**3** Statement of assistance  
Examples: "How may I help/assist you?"; "How can I help/assist you?"

**CLOSING:**

**1** "Thank you for calling [Agency name]"  
Example: "Thank you for calling DEP"  
This phrase should be said as is and not shortened.  
Additional pleasantries are encouraged.  
[Have a good day/afternoon/evening, etc.]

**Citywide Standardization for Call Center Greeting and Closing**  
City of New York

This sign provides standardized language for all agencies to use when answering and signing off on phone calls. Using these phrases across all agencies fosters a shared New York City government identity.

## **Follow Up**

- Return calls the same day you get them.
- If you are away from your desk all day, call in to check messages and return phone calls immediately.
- Keep promises that you make.
- Follow-up by the promised date.
- If this proves impossible, contact the customer and notify him/her of the delay.

## **Front Gate/Entrance**

- **GREET EVERYONE** approaching the Front Gate/Entrance.
- **WEAR PROPER UNIFORM** or appropriate attire.
- **BE FRIENDLY**, smile and try to show that you are willing to help.
- **INFORM EVERYONE** of the **Rules & Regulations** before they get to the front of the line, preferably as they first get on the line.
- **OFFER EXCELLENT CUSTOMER SERVICE** at the Front Gate/Entrance continuously during regular business hours.

## **The Press Is Your Customer**

An employee receiving an inquiry from the media should immediately refer the inquiry to the Public Information Office (212-360-1311 or 311). The employee must also notify his or her supervisor / manager (through Central Communication if necessary).

**When contacted by the Press, be polite. Always remain professional.**

## **Attitude Is Everything**

Your attitude affects your level of professionalism. How we interact with other people determines whether we will succeed or fail and how good our relationship with a customer will be.

- A bad attitude will cause a bad outcome.
- A positive attitude can turn a problem into an opportunity to improve a relationship.

## **Dealing with Difficult Customers**

*Many times, as part of our job, we have to tell people things they don't want to hear. To get back at us they may insult us to try to make us angry. Don't take it personally. Remain professional. You will look and feel better in the long run.*

### **Set a Good Example**

You have to give respect to get respect. Most people will be reasonable if you are nice to them. It is always better to start out nice rather than tough. Once you get tough there is no going back to nice, and you have to deal with the consequences.

### **Managing Conflict**

1. Remain calm,
2. **Losing your temper will only add to the stress of the situation and increase the chance that you will say something you will regret.**
3. **Don't become part of the problem/conflict.**
4. **Learn to listen, really listen.**
5. **When people are upset or excited they need to feel that you are really listening to them. Show concern. Listen carefully. Look at them. Repeat to them what you think they said in your own words.**
6. **This lets them know you heard what they said. If you missed something, they can tell you.**

### **“I” Vs. “You” Language:**

#### ***Causes Conflict:***

You Statement:

“You are always late.”  
“You are wrong.”  
You can’t go in the water.

#### ***Solves A Problem:***

I Statement:

“I need you to be on time.”  
“I believe you’ve made a mistake.”  
I need you to take a shower before you get into the pool.

## **Skills Needed for Resolving Conflict**

- 1. Stay Calm/Act Professional**
  - a. Remember what your goal is. Don't be distracted by your emotions
- 2. Put Yourself in the Other Person's Shoes**
  - a. If you were that person, what words would you need to hear that would be most likely to make you comply with the request and not get angry?

## **Why Are People Difficult?**

### **Some People Have Problems:**

- **Fear**
- **Physical illness**
- **Mental illness**
- **Financial problems**
- **Family problems**
- **Insecurity**

### **Some People Are Just Bullies:**

- **Some people have learned to be difficult to get their way.**
- **They will be difficult to try to intimidate you..**

## **Eleven Things Never to Say to a Customer**

1. "You wouldn't understand!"
2. "You people."
3. "Calm down."
4. "Because these are the rules."
5. "It's none of your business."
6. "What do you want me to do about it?"
7. "What's your problem?"
8. "You never. . ." or "You always. . ."
9. "I'm not going to say it again."
10. "What's the matter with you?"
11. "Why can't you be reasonable?"

## When You Are the Difficult Person

- Try to recognize when you are being difficult.
- **Remember you are the only person you can control.**
- **You can't change others, you can only change you.**
- Take a deep breath; count to ten.
- Remember what you are trying to accomplish. Stay with your goal.

## After the Conflict is Over Ask Yourself:

- What did I accomplish?
- Were the customer's goals met?
- Were my goals met?
- What further action should be taken?
- Did this encounter enhance my relationship with the customer?

## Remember to make the relationship L.A.S.T.:

- ✓ **Listen**
  - To learn exactly what's wrong and give the customer a chance to vent.
- ✓ **Apologize** for their trouble.
  - This doesn't mean that you take the blame. Use terms like:
    - "I'm sorry this happened..." "I'm sorry you were upset by this..." "I would be upset too".
- ✓ **Solve**
  - Work with them to solve their problem .
  - "What can we do to make things better?"
- ✓ **Thank**
  - Thank the customer for coming, for their business, or just for bringing the problem to your attention.

# **Parks Rules and Regulations**

## **Parks Rules & Regulations of the New York City Department of Parks & Recreation**

### **§1-01 Construction and Scope of Rules; Variance**

#### **a. Construction.**

These Rules shall be construed as follows:

1. any term in the singular includes the plural;
2. any term in the masculine includes the feminine and neuter;
3. any rule or regulation relating to any act covers: the causing, procuring, aiding or abetting, directly or indirectly, of that act; and allowing a minor child to do that act;
4. no provision herein shall make unlawful any act necessarily performed by any officer or employee of the Department in the line of duty or work, or by any person, his or her agents or employees, in the proper and necessary execution of the terms of any agreement with the Department;
5. these Rules are in addition to and supplement all municipal, state and federal laws and ordinances.

#### **b. Territorial Scope.**

The Rules shall be effective within and upon all areas under the jurisdiction of the Commissioner, as defined in Chapter 21 of the New York City Charter.

#### **c. Variance.**

Any act or activity prohibited solely by these Rules shall be lawful if performed in strict compliance with the terms and conditions of a variance issued by the Department. The Department may issue a variance where there are significant practical difficulties, or unnecessary hardships, not created or caused by the applicant, in the way of carrying out the Rules, or where the beauty and utility of property within the jurisdiction of the Department would be preserved by compliance with the terms and conditions of such variance.

### **§1-02 Definitions**

**Authorized bathing beaches.** "Authorized bathing beaches" are those beaches designated as such by the Department after approval by the New York State Department of Health or the New York City Department of Health and Mental Hygiene.

**Bathing area.** "Bathing area" means any area maintained for the use of bathers, including the water area and lands under water adjacent to and within one thousand feet of the authorized bathing beaches on the ocean, bays or rivers along the shores of New York City under the jurisdiction of the Commissioner.

**Bicycle.** "Bicycle" means every two- or three-wheeled device upon which a person or persons may ride, propelled by human power through a belt, a chain or gears, with such wheels in a tandem or tricycle, except that it shall not include such a device having solid tires and intended for use only on a sidewalk by pre-teenage children.

**Boardwalk.** "Boardwalk" means any waterfront promenade maintained for pedestrians.

**Body board.** "Body board" means (1) a semi-curved rectangular object made of closed-cell foam designed to be used lying down on the stomach (not for standing on); (2) that is no longer than 46" in length and 24" in width; and (3) that does not have rigid or semi-rigid attachments or protrusions that serve as rudders and are used to aid in steering. Such rudders may be commonly referred to as "skegs."

City. "City" means the City of New York.

Commissioner. "Commissioner" means the Commissioner of the Department of Parks and Recreation or the chief executive officer of any successor agency.

Demonstration. "Demonstration" means a group activity including but not limited to, a meeting, assembly, protest, rally, march or vigil which involves the expression of views or grievances, involving more than 20 people or a group activity involving less than 20 people for which specific space is requested to be reserved.

Department. "Department" refers to the Department of Parks and Recreation of the City of New York or all successor agencies.

Event. "Event" refers to both Demonstrations and Special Events.

Expressive Matter. "Expressive matter" means materials or objects with expressive content, such as newspapers, books, or writings, or visual art such as paintings, prints, photography, sculpture, or entertainment.

Littering. "Littering" refers to the unauthorized disposal of refuse in an amount totaling less than one cubic yard.

Motor vehicle. "Motor vehicle" refers to any automobile, motorcycle, moped, or other vehicle propelled by a motor.

Owner. "Owner" refers to any person owning, operating, or having the use or control of an animal, a vehicle, or any other personal property.

Park. "Park" signifies public parks, beaches, waters and land under water, pools, boardwalks, playgrounds, recreation centers and all other property, equipment, buildings and facilities now or hereafter under the jurisdiction, charge, or control of the Department.

Park path. "Park path" means any road, path or trail through or within a park that is not used for vehicular traffic, except for possible use by emergency motor vehicles or Department motor vehicles, provided that it shall not include a path designated by the Commissioner as a bikepath.

Park road. "Park road" means any road through or within a park, and is used for vehicular traffic.

Park sign. "Park sign" means any placard, notice or sign duly posted or authorized by the Department.

Park-street. "Park-street" means the full width of all streets abutting any park.

Parks waters. "Parks waters" means waters in any park, pool, bathing area, tributary, brook, stream, ocean, or sewer or drain flowing into said waters that is under the Department's jurisdiction.

Pedicab. "Pedicab" means a bicycle as defined in this section or other device designed and constructed to transport or carry passengers, that is solely propelled by human power, and that is operated to transport passengers for hire.

Permit. "Permit" unless otherwise specified, means any written authorization issued by or under the authority of the Commissioner for a specified privilege, permitting the performance of a specified act or acts in any park or on any park-street.

Person. "Person" means any natural person, corporation, society, organization, company, association, firm, partnership, or other entity.

Police officer. "Police officer" refers to any member of the Police Department of the City of New York and any other city employee who is a Special Patrolman appointed and sworn in by the Police Commissioner and assigned to the Commissioner.

Rules. "Rules" unless otherwise specified, refers to any Rule established pursuant to § 533(a) of Chapter 21 of the New York City Charter and promulgated in compliance with the notice, publication and filing requirements of Chapter 45 of the New York City Charter.

Sexual activity. "Sexual activity" means any activity by a person that reasonably appears to be intended to sexually arouse that person or another person, and in which such person exposes his or her buttock or genitalia, or the area of the female breast below the top of the areola.

Sound reproduction device. "Sound reproduction device" includes, but is not limited to, any radio receiver, phonograph, television receiver, amplified musical instrument, portable speaker, tape recorder, cassette or disc player, speaker device or system, and any sound amplifier.

Special Event. "Special Event" means a group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, parade, athletic competition, reading, or picnic involving more than 20 people or a group activity involving less than 20 people for which specific space is requested to be reserved.

Unlawful dumping. "Unlawful dumping" means suffering or permitting any dirt, sand, gravel, clay, loam, stone, rocks, rubble, building rubbish, sawdust, shavings or trade or household waste, refuse, ashes, manure, garbage, rubbish or debris of any sort or any other organic or inorganic material or thing or other offensive matter being transported in a dump truck or other vehicle or conveyance to be dumped, deposited or otherwise disposed of.

## **§1-03 General Provisions**

### **a. Hours of Operation**

1. Persons may enter and use the parks from 6:00 a.m. until 1:00 a.m. unless other open hours are posted at any park.
2. Whenever a threat to public health or safety exists in any park resulting from any natural cause, explosion, accident or any other cause, or by riot or unlawful assembly or activity, the Commissioner may close the park or any part thereof to the public for such duration as he deems necessary to ensure the safety and well-being of the public.
3. No person shall enter or remain in any park without the permission of the Commissioner when such park is closed to the public.

### **b. Permits**

1. When any provision of these rules requires a permit as a condition to the performance of any act or activity, no such act or activity shall be implemented or commenced prior to the receipt of written authorization from the Commissioner or from his or her authorized representative.
2. A permit may be granted upon such terms and conditions as the Commissioner shall reasonably impose, and shall authorize the permitted acts or activities only insofar as they are performed in strict accordance with the terms and conditions thereof.
3. Permits shall be applied for on forms prepared and provided by the Department, which forms shall require such information as the Department may deem appropriate for the review and evaluation of the permit application. Procedures for issuance of special event and demonstration permits are governed by §2-08 of the Department's rules. The Commissioner may require a fee for the issuance of a permit.
4. The Commissioner may require the permittee to post a bond in an amount sufficient to ensure full compliance with the terms and conditions of the permit. The decision of whether to require a bond will be based on the following factors:
  - i. The location of the event and such location's vulnerability to damage;

- ii. Whether the event or any activities associated with the event present a high risk of property damage;
- iii. The number of people expected to be in attendance;
- iv. The type of equipment to be brought onto the site;
- v. The number of days the permittee will occupy the site;
- vi. The season in which the event will take place.

5. The Commissioner may require the permittee to obtain personal liability insurance for the event, naming the Department and the City of New York as an additional insured. The decision on whether to require insurance will be based on the following factors:

- i. Whether the special event or any activities included as part of the special event present a risk of personal injury or property damage.
- ii. Whether the special event involves the sale of food.
- iii. Whether the special event involves over 2,000 participants, or a large number of participants relative to the size of the site.
- iv. Whether the special event involves transportation and installation of heavy equipment, or the installation of a stage or other temporary structure.

6. No person shall conduct any activity for which a permit is required unless

- i. such permit has been issued;
- ii. all terms and conditions of such permit have been or are being complied with; and
- iii. the permit is kept on hand at the event, so as to be available for inspection by Police or Department employees.

7. Failure to comply with the terms and conditions of any permit shall be a violation of these rules. If, upon expiration or termination of the permit, it is determined that a permittee has not complied with the terms and conditions of the permit, or has violated any law, ordinance, statute or rule, then the following rules shall apply:

- i. any bond provided as security for a permittee's performance with the Department shall be forfeited and retained by the City to the extent necessary to remedy, or compensate the City for, the damages caused by such acts, omissions, or violations;
- ii. the permittee, together with his or her agents and employees who violated such terms and conditions or provisions of law, ordinance, statute or rule, shall be jointly and severally liable for any additional sum necessary to correct or compensate the City for such damages; and
- iii. neither forfeiture of any security nor payment nor recovery for such damages shall in any way relieve the permittee of civil or criminal liability arising from the violation of any law, ordinance or rule.

c. **Failure to Comply with Directions of Police Officers, Urban Park Rangers, Parks Enforcement Patrol Officers, or Other Department Employees, or Park Signs.**

- 1. Violation of any paragraph of this subdivision shall subject the violator to a civil penalty, as specified in the Department's penalty schedule. See 56 RCNY §1-07. In addition, except as otherwise provided below, such violation shall also constitute an offense (classified as a "violation" under the Penal Law), which can be punished by imprisonment of up to one day or a fine of not more than \$200. As specified in this subdivision, certain violations of specified paragraphs of this subdivision are classified by the Administrative Code as misdemeanors. Except as otherwise provided in this subdivision, a misdemeanor can be punished by imprisonment of up to 20 days or a fine of not more than \$1,000. Note that other laws, including but not limited to the Penal Law, may also apply to the conduct described below.
- 1. No person shall fail, neglect or refuse to comply with the lawful direction or command of any member of the Police Department, peace officer, park supervisor or such person's superior, lifeguard, or Department employee under the command of the Parks Enforcement Patrol Division. Violation of this paragraph constitutes a misdemeanor.
- 2. No person shall fail, neglect or refuse to comply with the lawful direction or command of any Department employee other than those listed in paragraph 1 of this subdivision.
- 3. No person shall fail to comply with or obey any instruction, direction, regulation, warning, or prohibition, written or printed, displayed or appearing on any park sign, except such sign may be disregarded upon order by a Police Officer or designated Department employee.

## **§1-04 Prohibited Uses**

Violation of any paragraph or subparagraph of this section shall subject the violator to a civil penalty, as specified in the Department's penalty schedule. See 56 RCNY §1-07. In addition, except as otherwise provided below, such violation shall also constitute an offense (classified as a "violation" under the Penal Law), which can be punished by imprisonment of up to one day or a fine of not more than \$200. As specified in this section, certain violations of specified paragraphs or subparagraphs of this section are classified by the Administrative Code as misdemeanors. Except as otherwise provided in this section, a misdemeanor can be punished by imprisonment of up to 20 days or a fine of not more than \$1,000. Note that other laws, including but not limited to the Penal Law, may also apply to the conduct described below.

### **a. Destruction or Abuse of Property and Equipment**

1. No person shall destroy or abuse any public property under the charge and control of the Department in a manner that causes significant damage or expense. Significant damage or expense includes, but is not limited to, damage that will require the replacement of a Department attachment, fixture, piece of equipment, or structure; major landscaping or planting; construction; or excavation. Violation of this paragraph constitutes a misdemeanor punishable by not more than six months imprisonment or by a fine of not more than \$15,000, or by both.
2. No person shall injure, deface, alter, write upon, destroy, remove or tamper with in any way, any real or personal property or equipment owned by or under the jurisdiction or control of the Department.

### **b. Destruction or Abuse of Trees, Plants, Flowers, Shrubs and Grass**

1.
  - i. No person shall cut, remove, or destroy any trees under the jurisdiction of the Department without permission of the Commissioner. Violation of this subparagraph constitutes a misdemeanor punishable by not more than six months imprisonment or by a fine of not more than \$15,000, or by both. For purposes of this subparagraph, "destroy" shall include, but not be limited to, kill, carve, prune, or inflict other physical damage to the tree.
  - ii. No person shall deface or write upon any trees under the jurisdiction of the Department.
  - iii. No person shall deface, write upon, sever, mutilate, kill or remove from the ground any plants, flowers, shrubs or other vegetation under the jurisdiction of the Department without permission of the Commissioner.
2. No person shall go upon or allow any animal or child in his or her custody to go upon any newly-seeded lawn or grass plot.
3. No person shall go upon or allow any animal or child in his or her custody to go upon any area enclosed by fencing, temporary or permanent, where such fencing or signs posted thereon reasonably indicate that entry into such area is forbidden.
4. No person shall possess any tools commonly used for gardening, or any plant, tree, shrub or other vegetation, in any park except where such possession is specifically designated to be permissible by the Commissioner.
5. No person shall use a metal detector in any park, except in unvegetated beach areas. Use of metal detectors in other park areas will be permitted if the prior written consent of the Commissioner is obtained.

### **c. Littering, Polluting, Dumping, and Unattended Property**

1. No person shall litter in any park. All persons shall use receptacles provided for the disposal of refuse. No person shall deposit household or commercial refuse in any park receptacle.
2. No person shall throw, drop, allow to fall, discharge into or leave in, or otherwise introduce into Parks waters any substance, liquid or solid, gas, or other item which may or will result in the pollution of said waters. Violation of this paragraph constitutes a misdemeanor.
3. No person shall engage in unlawful dumping in any park. Violation of this paragraph constitutes a misdemeanor.
4. No person shall, within or adjacent to any park, store or leave unattended personal belongings.

**d. Prohibition on Glass**

Glass bottles or other glass containers are prohibited in parks. The Commissioner may, in his discretion, designate certain parks, or portions thereof, as areas wherein glass bottles or other glass containers will be permitted. Failure to comply with such prohibition on glass bottles or containers shall constitute a violation of these rules. This subdivision (d) shall not apply to glass bottles or containers used in the care and feeding of infant children.

**e. Aviation**

1. No person shall voluntarily bring, land or cause to alight within or upon any park; any airplane, hot air balloon, parachute, hang glider, or other aerial craft or device that endangers any person or property, except that certain areas may be designated appropriate landing places for medical evacuation helicopters. Violation of this paragraph constitutes a misdemeanor.
2. No person shall voluntarily bring, land or cause to alight within or upon any park, any airplane, hot air balloon, parachute, hang glider, or other aerial craft or device, except that certain areas may be designated appropriate landing places for medical evacuation helicopters.
3. For the purposes of this subdivision (e), voluntarily shall mean anything other than a forced landing caused by mechanical or structural failure of the aircraft or other aerial device.

**f. Explosives, Firearms and Weapons**

1. No person shall bring into or have in his or her possession in any park, any firearms, slingshots, firecrackers, missile propelling instruments or explosives, including any substance, compound, or mixture having properties of such a character that alone or in combination with other substances, compounds or mixtures, propel missiles, explode or decompose to produce flames, combustion, noise, or noxious or dangerous odors. Violation of this paragraph constitutes a misdemeanor.
2. Paragraph (1) of this subdivision shall not apply to: a sworn member of the uniformed force of the Police Department, whether on or off-duty; persons in the military or other service of the United States who are in pursuit of official duty or duly authorized by federal law, regulation, or order to possess the relevant firearm or other item; persons in the military service of the state of New York when on duty and duly authorized by applicable regulations to possess the relevant firearm or other item; police officers as defined by subdivision 34 of section 1.20 of the criminal procedure law, if not otherwise specified by this subdivision, when on duty; or peace officers as defined by section 2.10 of the criminal procedure law, when on duty.
3. Paragraph (1) of this subdivision shall not be construed to prohibit the proper use of cigarette lighters, matches or of charcoal lighter fluid in proper containers in picnic grills where permissible pursuant to the provisions of these rules.

**g. Abuse of Park Animals**

1. Except pursuant to a permit for trapping issued by the Department, no person shall molest, chase, harass, injure, wound, trap, hunt, shoot, throw missiles at, kill or remove any animal, any nest, or the eggs of any amphibian, reptile or bird, or otherwise harm or intentionally take actions that could reasonably harm any animal, nest, or such eggs. Further, no person shall knowingly buy, receive, have in his or her possession, sell or give away any such animal or egg taken from or killed within the jurisdiction of the Department, including any zoo area. Violation of this paragraph constitutes a misdemeanor.
2. No person shall feed animals in any park (including any zoo area) except unconfined squirrels and birds, and where specifically authorized by the Commissioner. The Commissioner may also designate certain areas where all feeding of animals is prohibited. It shall be a violation of these rules to feed animals in any area where such feeding is prohibited.

**h. Reserved**

**i. Failure to Control Animals**

1. Except as specified in § 1-05(s)(3) or in paragraph three of this subdivision, no person owning, possessing or controlling any animal shall cause or allow such animal to be unleashed or unrestrained in any park unless permitted by the Commissioner or authorized by law. No person

owning, possessing or controlling any animal shall cause or allow such animal to be out of control in any park under any circumstances. Animals that are out of control may be seized and impounded. Violation of this paragraph constitutes a misdemeanor.

2. Properly licensed dogs, wearing a license tag and vaccinated against rabies pursuant to the laws of the State of New York and City of New York and restrained by a leash or other restraint not exceeding six feet in length, may be brought into a park, except in no event shall dogs or other animals be allowed to enter any playground, zoo, swimming pool and swimming pool facility, bathing area and adjacent bathing beach (unless otherwise permitted by the Commissioner), bridle path (unless permitted therein by the Commissioner), fountain, ballfield, basketball court, handball court, tennis court, or other area prohibited by the Commissioner. Nothing in this paragraph shall be construed to prohibit persons with disabilities from bringing service animals into areas under the Department's jurisdiction as authorized by federal, state, or city law. Nothing herein shall prohibit horses from entering or being within a park as provided in § 1-05(q).
3. Unless specifically prohibited herein or by the Department of Health and Mental Hygiene ("DOHMH"), properly licensed dogs wearing a license tag and vaccinated against rabies pursuant to the laws of the State of New York and City of New York may be unleashed within a designated park or designated portions of a park from the park's opening until 9:00 a.m. and from 9:00 p.m. until the park closes under the following conditions:
  - i. such dogs shall, except for being unleashed, be kept under the control of their owner and shall not at any time harass or injure any park patron and/or, harass, injure, damage, sever, mutilate, or kill any animal, tree, planting, flower, shrub or other vegetation;
  - ii. such dogs shall not at any time enter any playground, zoo, swimming pool and swimming pool facility, bathing area and adjacent bathing beach (unless otherwise permitted by the Commissioner), bridle path (unless permitted therein by the Commissioner), fountain, ballfield, basketball court, handball court, tennis court, or other area prohibited by the Commissioner;
  - iii. such dogs shall be immediately leashed by their owners upon any direction or command of any Police Officer, Urban Park Ranger, Parks Enforcement Patrol Officer or other Department employee or employee of the DOHMH, the refusal of which direction or command shall constitute a violation of § 1-03(c); and
  - iv. owners of such dogs shall provide proof of current vaccination against rabies and proof of current licensing upon the request of any Police Officer, Urban Park Ranger, Parks Enforcement Patrol Officer or other Department employee or employee of the DOHMH, the refusal of which shall constitute a violation of § 1-03(c), § 1-05(s)(3) and of this subdivision.

**j. Control and Removal of Animal Waste**

1. No person shall allow any dog in his custody or control to discharge any fecal matter in any park unless he promptly removes and disposes of same.
2. Anyone who drives a horse-drawn carriage into or within a park is required to equip it with horse hampers, horse diapers or some other similar manure catching device which is effective in preventing manure from being deposited on any park street, road or way.

**k. Urination and Defecation in Parks**

No person shall urinate or defecate in any Park, or in or upon any park building, monument or structure, except in a facility which is specifically designed for such purpose.

**l. Disorderly Behavior**

No person shall engage in disorderly behavior in a park. Disorderly behavior includes violating the following rules:

1. No person, unless authorized to do so, shall knowingly enter or remain in a building or other structure, or upon real property, which is fenced, barricaded or otherwise enclosed in a manner designed to exclude or otherwise discourage entrance by any unauthorized individual, or shall enter or leave the jurisdiction of the Department except by designated entrance ways or exits. Violation of this paragraph constitutes a misdemeanor.
2.
  - i. No person shall climb upon any wall, fence, shelter, tree, shrub, fountain or other vegetation, or any structure or statue not specifically intended for climbing purposes.

- ii. No person shall climb upon any statue or artwork not specifically intended for climbing purposes in a manner that damages or could reasonably damage such statue or artwork. Violation of this subparagraph constitutes a misdemeanor.
- 3. No person shall gain or attempt to gain admittance to Department facilities or structures for the use of which charge is made without paying such charge. Violation of this paragraph constitutes a misdemeanor.
- 4. No person shall engage in any form of gambling or game of chance for money.
- 5.
  - i. No person shall render dangerous any part of a park road. Violation of this paragraph constitutes a misdemeanor.
  - ii. No person shall render dangerous any part of a park.
  - iii. No person shall obstruct vehicular or pedestrian traffic.
- 6. No person shall engage in fighting or shall assault any person.
- 7. No person shall engage in any form of sexual activity.
- 8. No person shall engage in a course of conduct or commit acts that endanger the safety of others.
- 9. No person shall operate a bicycle, motor vehicle, or similar vehicle in a manner that endangers any other person or property. Violation of this paragraph constitutes a misdemeanor.

**m. Reserved**

**n. Unlawful exposure**

No person shall appear in public in such a manner that one's genitalia are unclothed or exposed. Violation of this subdivision constitutes a misdemeanor.

**o. Obstruction of sitting areas**

No person shall use a bench or other sitting area so as to interfere with its use by other persons, including storing any materials thereon.

**p. Unlawful camping**

No person shall engage in camping, or erect or maintain a tent, shelter, or camp in any park without a permit.

**q. Unlawful spitting**

It shall be unlawful for any person to spit or expectorate in or upon any park building, monument or structure.

**r. Unhygienic use of fountains, pools, and water**

No person shall use, or permit any animal under his or her control to use, any fountain, drinking fountain, pool, sprinklers, reservoir, lake or any other water contained in the park for the purpose of washing or cleaning himself or herself, his or her clothing or other personal belongings. This subdivision shall not apply to those areas within the parks which are specifically designated for personal hygiene purposes (i.e., bathroom, shower room, etc.), provided, however, that no person shall wash his or her clothes or personal belongings in such areas.

**s. Unlawful solicitation**

- 1. No person shall engage in any commercial activity or commercial speech in any park, except pursuant to a permit issued under § 1-03(b) and/or § 2-08 of these rules. Violation of this paragraph constitutes a misdemeanor.
- 2. No person shall solicit money or other property from persons not known to such person in any park, unless such person possesses a permit for noncommercial solicitation issued by the Commissioner.

## **§1-05 Regulated Uses**

Violation of any paragraph or subparagraph of this section shall subject the violator to a civil penalty, as specified in the Department's penalty schedule. See 56 RCNY § 1-07. In addition, except as otherwise provided below, such violation shall also constitute an offense (classified as a "violation" under the Penal Law), which can be punished by imprisonment of up to one day or a fine of not more than \$200. As

specified in this section, certain violations of specified paragraphs or subparagraphs of this section are classified by the Administrative Code as misdemeanors. Except as otherwise provided in this section, a misdemeanor can be punished by imprisonment of up to 20 days or a fine of not more than \$1,000. Note that other laws, including but not limited to the Penal Law, may also apply to the conduct described below.

**a. Assemblies, meetings, exhibitions**

1. No person shall hold or sponsor any event that significantly interferes with ordinary park use without a permit issued by the Department. Significant interference with ordinary park use includes but is not limited to: harming landscaping, planting, or structures in the park; preventing operations in a specialized area such as a zoo, swimming pool, or skating rink; precluding other events that have a valid permit; unreasonably interfering with enjoyment of the park by other uses. Violation of this paragraph constitutes a misdemeanor.
2. No person shall hold or sponsor any special event or demonstration without a permit issued by the Department.
3. No person shall erect any structure, stand, booth, platform, or exhibit in connection with any event without a permit issued by the Department. Violation of this paragraph constitutes a misdemeanor.

**b. Unlawful Vending**

1. No person in or on any property under the jurisdiction of the Department shall sell, offer for sale, hire, lease, or let anything whatsoever, including, but not limited to goods, services, or entertainment, or provide or offer to provide services, items, or entertainment in exchange for a donation (hereinafter "vend"), except under and within the terms of a permit, or except as otherwise provided by law. For the purposes of this entire section, persons who vend as defined herein may be referred to as "vendor" or "vendors."
2. Persons may vend expressive matter, as defined in section 1-02 of this title, on property under jurisdiction of the Department without a permit, but must comply with all applicable provisions of these rules. However, in the specific locations enumerated in paragraph (3) expressive matter vendors may only vend expressive matter at the specifically designated spots identified by the Commissioner in the accompanying maps and as marked by a Department decal, medallion, or other form of marking, on the specific location of the approved vending spot, unless they are only vending expressive matter without using a cart, display stand, or other device and without occupying a specific location for longer than necessary to conduct a transaction and are otherwise in compliance with Department rules. These spots shall be allocated upon a first come, first served basis except as otherwise provided by law and any expressive matter vendor may only vend expressive matter centered directly behind the Department decal, medallion, or other form of marking. Only one expressive matter vendor is authorized to vend directly behind the Department decal, medallion, or other form of marking. If multiple expressive matter vendors attempt to vend expressive matter at any one Department decal, medallion, or other form of marking and it cannot be determined which expressive matter vendor arrived first, then all such expressive matter vendors at such spot will be in violation of this section and may be directed to leave the area of that Department decal, medallion, or other form of marking immediately. Any such expressive matter vendor failing to leave the area of the Department decal, medallion, or other form of marking immediately upon direction will be in violation of these rules. Expressive matter vendors can only occupy the designated spots for the purpose of vending expressive matter and only during posted times, which will be consistent with the hours of operation for the park where such designated spots are located in or adjacent to. The designated spots may deviate from the restrictions enumerated in subparagraphs (i), (iv), (v), or (vi) of paragraph 5, if such spots are determined to be appropriate by the Commissioner given the specific features of the park.
3. Expressive matter vendors may not vend in the following general areas unless they vend at the specifically designated spots for such vending on the accompanying maps and in compliance with all other applicable Department rules:

- i. Central Park at the following locations: (A) the perimeter of the park between East 85th Street and East 60th Street, including all sidewalks and plazas (B) the perimeter of the park between West 86th Street and West 60th Street, including all sidewalks and plazas (C) all of Central Park South, including all sidewalks and plazas (D) Wien Walk and Wallach Walk, (E) pedestrian pathways parallel to East Drive between Grand Army Plaza and the Center Drive, (F) Grand Army Plaza, (G) Pulitzer Plaza, and (H) Columbus Circle.
- ii. Battery Park, including all perimeter sidewalks.
- iii. Union Square Park, including all perimeter sidewalks.
- iv. Elevated portions of High Line Park.

4.

- i. No vendor in or on any property under the jurisdiction of the Department shall allow any item or items used or offered in conjunction with vending to touch, lean against or be affixed permanently or temporarily to any street or park furniture installed on public property or any rock formation, tree, shrub or other planting.
- ii. No vendor shall block any person from using any street or park furniture installed on public property by way of the vending activity.
- iii. No vendor shall vend anything in such a manner that would damage or otherwise injure Department property, including, but not limited to lawns, plants, animals or buildings.
- iv. No vendor shall vend anything that is placed immediately on a sidewalk or park path, or on a blanket or board placed immediately upon such surface or on the top of a trash receptacle or cardboard box.
- v. No vendor shall vend anything over any ventilation grill, cellar door, manhole, transformer vault or subway access grating.
- vi. No vendor shall vend anything directly from any parked or double parked motor vehicle except for food vendors with appropriate Department and New York City Department of Health and Mental Hygiene permits.
- vii. No vendor shall vend anything in an unsuitable location because the location is a specialized area including, but not limited to, a zoo, swimming pool, playground, athletic field or court, or skating rink;

5. No vendor shall vend anything whatsoever using a display stand that:

- i. provides less than a twelve (12) foot wide clear pedestrian path measured from the display on the sidewalk or park path to the opposite edge of the sidewalk or park path, except that when there is street or park furniture on the pedestrian path the measurement must be taken from the display to two feet from the street or park furniture in order to determine whether there is less than a twelve (12) foot wide clear pedestrian path;
- ii. is placed on any other part of a sidewalk under the Department's jurisdiction other than that which abuts the curb, unless otherwise authorized;
- iii. is within any bus stop, carriage horse stand, pedicab stand, or taxi stand, or is within ten (10) feet of any subway entrance or exit;
- iv. is within five (5) feet from any street or park furniture, public telephone, disabled access ramp, tree, or from individuals or entities authorized by permit or license by the Commissioner to operate at a specific location;
- v. is within ten (10) feet from any crosswalk on any path or on any sidewalk under the jurisdiction of the Department;
- vi. is placed within fifty (50) feet from any monument or other public art installation, including, but not limited to ornamental fountains;
- vii. occupies more than eight (8) linear feet of public space parallel to the curb or park path;
- viii. occupies more than three (3) linear feet in depth;
- ix. is more than five (5) feet high or less than twenty-four (24) inches above the sidewalk or park path where the display surface is parallel to the sidewalk or park path, and may not be less than twelve (12) inches above the sidewalk or park path where the display surface is vertical;
- x. where a rack or other display structure is placed on the top or above a table or other base, the size of the base is not less than the size of any rack or display structure placed thereon. Nothing shall be placed on the base so as to exceed the size limitations contained in this section;

- xi. uses any areas other than that area immediately beneath the surface of the display stand for the storage of items for sale, unless permitted by Department license or permit for the use of a fixed location to store items for sale; or
- xii. fails to use an opaque covering to shield any items stored beneath the surface of the display stand.

6. For the purposes of this section a display stand shall mean a movable, portable or collapsible structure, framework, device, container or other contrivance used by a vendor in any property under the jurisdiction of the Department for the purpose of displaying, keeping or storing any goods, wares, merchandise, foodstuffs or expressive matter.
7. For the purposes of this section, street or park furniture shall mean any City-installed, maintained or approved structure, including but not limited to, benches, newspaper boxes, tree guards, fire hydrants, trash receptacles, telephone kiosks, newsstands, bus shelters, barricades, bollards, traffic signs, traffic lights, walls, water fountains, or fences located in any property under the jurisdiction of the Department.
8. Where exigent circumstances exist and a Department employee or police officer gives notice to a vendor to move temporarily from any location such vendor shall not vend from such location. For the purposes of this section, exigent circumstances shall include, but not be limited to, unusually heavy pedestrian or vehicular traffic, the existence of any obstruction in the park, an accident, fire, or other emergency situation, a parade, special event, demonstration, construction project, maintenance operations, or other such event at or near such location, including periods of set up and take down for such exigent circumstances.
9. Violation of any paragraph of this subdivision constitutes a misdemeanor.

c. **Unlawful posting of notices or signs**

1. No person shall post, display, affix, construct or carry any placard, flag, banner, sign or model or display any such item by means of aircraft, kite, balloon or other aerial device, in, on, or above the surface of any park for any purpose whatsoever without a permit issued by the Commissioner. Each separate item placed in violation of this section shall constitute a separate violation.
2. Notwithstanding paragraph (1) of this subdivision (c), any person may carry any item described in paragraph (1) of this section, without the aid of any aircraft, kite, balloon or other aerial device, where the space on which the message of such item is contained has a height no greater than two feet and a length no longer than three feet, and that such item takes up a total area of no more than six square feet.
3. Any person who posts or displays a sign upon park property, including the perimeters of any park, whether or not pursuant to a permit issued under this subdivision (c), shall be responsible for removal of such sign pursuant to the conditions in such permit, or immediately if no such permit has been issued. Failure to remove any sign that is posted or displayed on such property, or that remains on such property, other than in compliance with such permit, shall constitute a violation of these rules and regulations.
4. In the event that a notice or sign is, in violation of this subdivision (c), posted or displayed on any property, including the perimeters of any park, there shall be a rebuttable presumption that any person whose name, telephone number, or other identifying information appears on such notice or sign has violated this subdivision by either (i) pasting, posting, painting, printing or nailing such notice or sign, or (ii) directing, suffering or permitting a servant, agent, employee or other individual under such person's control to engage in such activity; provided, however, that such rebuttable presumption shall not apply with respect to criminal prosecutions brought pursuant to this paragraph (4).

d. **Noise; Sound Reproduction Devices; Musical Instruments;**

1. No person shall make, or cause or allow to be made, unreasonable noise in any park so as to cause public inconvenience, annoyance or harm. Unreasonable noise means any excessive or unusually loud sound that disturbs the peace, comfort or repose of a reasonable person of normal sensitivity or injures or endangers the health or safety of a reasonable person of normal sensitivity, or which causes injury to plant or animal life, or damage to property or business.

2. No person shall play or operate any sound reproduction device, as defined in § 1-02 of these rules, in any park without a permit from the Department and any other City agency or agencies with pertinent jurisdiction. This paragraph (2) shall not apply to the regular and customary use of sound reproduction devices operated in full accordance with these rules so as not unreasonably to disturb other persons in their permitted uses of the park. In areas designated by the Commissioner as "quiet zones," such regular and customary use of sound reproduction devices shall be prohibited. Signs shall be posted in all quiet zones advising the public of such prohibition. Use of radios and other sound reproduction devices listened to solely by headphones or earphones, and inaudible to others, is permitted in all areas of the parks. Violation of this paragraph constitutes a misdemeanor.
3. No person shall play or operate any musical instrument or drum, radio, tape recorder or other device for producing sound in any park between the hours of 10:00 p.m. and 8:00 a.m. except under the express terms of a permit issued by the Department. The Department may vary the hours specified in this paragraph in a particular park or area by posting signs advising the public of the restricted hours applicable to such park or area. Violation of this paragraph constitutes a misdemeanor.
4. No person shall play or operate any musical instrument or drum or cause any noise for advertising or commercial purposes except as authorized by paragraph 1-05(b)(2) or under the express terms of a permit issued by the Department. Violation of this paragraph constitutes a misdemeanor.

**e. Unauthorized commercial cinematic productions**

1. *Unauthorized commercial cinematic production.* No person shall engage in filming or photography subject to the permit requirements of the Mayor's Office of Media and Entertainment ("MOME") or any successor agency except under the express terms of a permit issued by that office. Violation of this paragraph constitutes a misdemeanor.
2. *Filming or photography not requiring a permit.* Any person or entity engaging in filming or photography in a park, where such activity does not require a permit under the permit requirement rules of MOME, may engage in such activity without obtaining a permit from MOME. In addition, any person or entity engaging in filming or photography involving only the use of handheld devices (as defined in paragraph (3) of subdivision (a) of § 9-02 of Title 43 of the Rules of the City of New York) that takes place in an area under the Department's jurisdiction that is not a sidewalk, pathway, street, or walkway of a bridge need not obtain a MOME permit. Nothing herein shall be deemed to relieve such person or entity of the obligation to obtain a permit from the Department if such activity involves conduct otherwise requiring a permit pursuant to any other rule of the Department.

**f. Alcoholic Beverages**

1. Except where specifically permitted by the Commissioner, no person shall consume any alcoholic beverage in any park, playground, beach, swimming pool or other park property or facility, nor shall any person possess any alcoholic beverage with intent to consume or facilitate consumption by others of same in any park, playground, beach, swimming pool, or other park property or facility.
2. It shall be a violation of these rules for any person to appear in any park under the influence of alcohol to the degree that he may endanger himself or herself, other persons or property, or unreasonably annoy persons in his or her vicinity.

**g. Beaches, Boardwalks and Pools**

1. Bathing in waters adjacent to property under the jurisdiction of the Department shall be permitted only at authorized bathing beaches and only during the bathing season designated by the Commissioner. The Commissioner may limit or expand the extent of bathing beaches or shorten or extend the bathing season with due regard for weather conditions and the safety of the public. It shall be a violation of these rules to bathe during storms or be present at any time in unauthorized areas.
2. Except where permitted by the Commissioner, no person shall bring into or use in any pool under the jurisdiction of the Department, artificial floats, masks, spears, fins, snorkels, air or gas tanks,

or other apparatus used for skin or scuba diving. No person shall bring into or use in any other water under the jurisdiction of the Department, artificial floats, spears, fins, snorkels, air or gas tanks, or other apparatus used for scuba diving.

3. Except in locations designated for such purpose, no person shall engage in any athletic game or conduct himself in such a way upon a bathing beach or in the water as to jeopardize the safety of himself or others. Surfboards are allowed only at areas expressly designated for such use.
4. No person having, or apparently having any infectious disease shall be admitted to a bathing beach or bath house, or shall be permitted in the water.
5. No person shall change clothes except in bath houses or other authorized places. No person shall be nude at any bathing area, beach or pool under the jurisdiction of the Department.
6. No person shall disobey the reasonable direction of a lifeguard, nor shall any person carry on unnecessary conversation with a lifeguard, or falsely call for help or assistance, or stand, sit upon, or cling to lifeguard perches, or cling to or go into a lifeguard boat except in an emergency.
7. Persons using swimming pools under the jurisdiction of the Department may only do so if dressed in bathing suits, and only after showering at the park immediately prior to entering such pools.
8. Bathing and swimming in park swimming pools shall be allowed only when a lifeguard is on duty and on such days and at such times as are designated by the Commissioner and posted at each facility.
9. No person shall dive into water under the jurisdiction of the department except where specifically authorized by posted signs.

**h. Fishing**

1. Fishing shall be permitted from locations under the jurisdiction of the Department, except in open swimming areas or where specifically prohibited. Any person who engages in fishing shall obey all posted guidelines, and comply with all applicable City, State and Federal laws and regulations, including Title 6 of the New York State Environmental Conservation Law.
2. The use of lead fishing weights in waters under the jurisdiction of the Department shall be a violation of these rules.
3. Failure to remove fishing line fragments and hooks from land and waters under the jurisdiction of the Department shall be a violation of these rules.
4. All fish caught in fresh water areas shall be immediately released. The use of barbed hooks in such areas shall be a violation of these rules.
5. The use of traps to catch fish and/or crustaceans in areas under the jurisdiction of the Department shall be prohibited.

**i. Bicycling and operating pedicabs**

1. Any person bringing a bicycle or a pedicab into any park shall obey all park signs pertaining to the use of such bicycles or pedicabs. Only pedicabs that carry a registration plate as required by §20-255 of the New York City Administrative Code and are operated by, or are authorized to be operated by, a pedicab business that possesses a valid pedicab business license, as defined by §20-249 of the New York City Administrative Code, may be operated within property under the jurisdiction of the Department. Only a pedicab driver as defined by §20-249 of the New York City Administrative Code who has a valid pedicab driver's license as defined by §20-249 of the New York City Administrative Code may operate a pedicab within property under the jurisdiction of the Department.
2. No bicycle or pedicab shall be ridden or otherwise operated in vegetated areas or on any bridle path, pedestrian way, park path, sitting or play area, playground, or in any other area so designated. Bicycles may be ridden and operated on park roads, bikepaths, and other areas specifically designated by the Commissioner. Pedicabs may only be operated on park roads designated by the Commissioner and may not be operated or stopped in (i) any recreation lane designated by the Commissioner for use by pedestrians or bicyclists; or (ii) any bikepath designated by the Commissioner.
3. No person shall operate a bicycle or a pedicab in a reckless manner. Any person operating a bicycle or pedicab shall operate it in the direction of traffic and obey all traffic lights and road

signs. Persons operating pedicabs may not ride adjacent to another pedicab, bicycle or vehicle, except when using the left lane to pass another pedicab, bicycle or motor vehicle.

4. No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped, except that children may be carried in seats securely attached to a bicycle. No person riding any bicycle shall attach himself or herself or his/her bicycle to the outside of any vehicle being operated upon a roadway.
5. Any person operating a bicycle shall yield the right of way to pedestrians, in-line skaters, and horse drawn carriages. Any person operating a pedicab shall yield the right of way to pedestrians, bicyclists, in-line skaters, and horse drawn carriages.
6. On the park roads in Central Park, all pedicabs shall remain in the far right lane, except when passing another pedicab, bicycle, or vehicle, in which case the pedicab may use the next lane to the left to pass.
7. No person shall operate a pedicab adorned with commercial advertising in any park, or at any other location under the jurisdiction of the Department, unless the pedicab is on a park road during a time when private motor vehicles are allowed to operate on such park road.
8. No person operating a pedicab in any park, or at any other location under the jurisdiction of the Department, shall solicit, pick up or release passengers except at areas specifically designated by the Commissioner, subject to any limitation imposed by the Commissioner as to the number of pedicabs that may solicit, pick up or release passengers in such designated areas at any given time. Signs shall be posted informing the public of the designation of such areas for solicitation, pick up or release of pedicab passengers.
9. No person operating a pedicab shall occupy an area reserved solely for buses, taxicabs, horse drawn carriages or other vehicles or motor vehicles.
10. In addition to complying with the provisions of this subdivision (i) of §1-05, pedicab drivers shall operate pedicabs in compliance with the provisions of §20-259 of the New York City Administrative Code.
11. If there are exceptional circumstances, the Commissioner, in consultation with the Commissioners of the Police, Transportation and Consumer Affairs Departments, shall be authorized, upon notice, to restrict or prohibit any pedicab driver, as defined by §20-249 of the New York City Administrative Code, from operating his or her pedicab on any park road otherwise designated for pedicab use, for a consecutive period of time, not to exceed fourteen days, or on one or more particular days. For purposes of this paragraph, exceptional circumstances shall include, but not be limited to, unusually heavy pedestrian or bicycle traffic, existence of any obstructions on Department property, a parade, demonstration, special event, or other such similar event or occurrence at or near such location. Notwithstanding the preceding provisions of this paragraph, the Commissioner may restrict or prohibit the operation of pedicabs within property under the jurisdiction of the Department for periods of time in excess of fourteen days when such restrictions apply to bicycles or other types of vehicles.

**j. Boating**

1. No owner or operator of a boat, vessel or dinghy shall violate rules of the Department regulating the operation, docking, storage, maintenance or removal of such boat, vessel or dinghy, or the use or alteration of facilities connected with such activities, including, but not limited to, the provisions of chapters 3 and 4 of these rules. Violation of this paragraph constitutes a misdemeanor.
2. No person shall land a boat of any kind other than a human-powered boat, such as a kayak, canoe, rowboat or pedal boat, on any park shore except at designated landing areas or in case of an emergency. No person shall operate a boat of any kind, including jet-skis, upon any Parks waters in a reckless manner so as to endanger the life, limb or reasonable comfort of his or her passengers or other persons. Boating in any authorized bathing area is prohibited. Violation of this paragraph constitutes a misdemeanor.

**k. Unlawful Ice Activity**

1. Ice skating is permitted at rinks maintained by the Department for such use, at such times, and subject to the rules and regulations prescribed and posted at each facility.

2. No person shall go upon the ice of any lake or pond in any park except at such places and at such times as may be designated by the Commissioner. Violation of this paragraph constitutes a misdemeanor.

**i. Planting**

No tree, plant, flower, shrubbery or other vegetation shall be planted in any area under the jurisdiction of the Department without the Department's written approval and any necessary approval from the Department of Transportation. Trees planted pursuant to the Department's approval shall become the property of the City after a guarantee period of one year has been satisfactorily completed.

**m. Unlawful Fires**

1. No person shall kindle, build, maintain, or use a fire in any place, portable receptacle, or grill except in places provided by the Department and so designated by sign or by special permit. In no event shall open or ground camp fires be allowed in any park. Any fire authorized by this subdivision (m) shall be contained in a portable receptacle grill or other similar device, and continuously under the care and direction of a competent person over 18 years of age, from the time it is kindled until it is extinguished. No fire shall be within ten feet of any building, tree, or underbrush or beneath the branches of any tree. Violation of this paragraph constitutes a misdemeanor.
2. No person shall leave, throw away, drop, or toss any lighted match, cigar, or cigarette, hot coals, or other flammable material within, on, near, or against any tree, building, structure, boat, vehicle or enclosure, or in any open area. This paragraph shall not apply to extinguishing a cigar or cigarette on a paved surface. Violation of this paragraph constitutes a misdemeanor.

**n. Unlawful Operation and Parking of Motor Vehicles**

1. Motor vehicles may not be brought into or operated in any area of a park except on park roads or designated parking areas. Park roads may be closed to motor vehicles at such times and in such places designated by the Commissioner.
2. A person shall not park any motor vehicle in any park except in areas designated by the Commissioner for parking, and only during the hours of operation of such park.
3. No person shall use any area of a park, including designated parking areas, for the purpose of performing non-emergency automotive work, including, but not limited to, vehicle maintenance, repairs, or cleaning.

**o. Unauthorized Construction on Park Property**

No person shall perform or cause to be performed construction work of any kind or any work incidental thereto, including, but not limited to, construction staging, except pursuant to a permit issued by the Department. Violation of this subdivision constitutes a misdemeanor.

**p. Unauthorized Excavations**

No person shall perform, cause, suffer, or allow to be performed any excavations or similar activity that significantly disrupts park property within or adjacent to any park property without a permit issued by the Department. Violation of this subdivision constitutes a misdemeanor.

**q. Horse Riding**

1. No person may ride a horse in any park, except on bridle paths designated by the Department.
2. It shall be a violation of these rules to ride a horse into or within a park in a reckless manner; to allow the horse to be left unbridled or unattended; or to allow the horse to cause any damage to any tree, plant, flower, shrubbery or other vegetation under the jurisdiction of the Department.

**r. Area Use Restrictions**

1. No person shall throw, catch, kick or strike any baseball, football, basketball, soccer, golf or tennis ball, or similar object, nor shall any person engage in any sport or other athletic competition except in areas designated and maintained therefore. No such use will be allowed without a permit if the desired area has been allotted by permit issued pursuant to the provisions of these rules.

2. No person shall engage in any toy or model aviation, model boating, model automobiling, or activity involving other similar devices except at such times and at such places designated or maintained for such purposes. Violation of this paragraph constitutes a misdemeanor.
3.
  1. No person shall roller skate, ski, skateboard, sled or coast, or ride on any similar device outside areas designated and maintained for such use in a manner that endangers any other person or property. Violation of this subparagraph constitutes a misdemeanor.
  2. No person shall roller skate, ski, skateboard, sled or coast or ride on any similar device outside areas designated and maintained for such use.

**s. Exclusive Areas**

Areas within the parks designated by the Commissioner for exclusive use by means of posting signs shall include:

1. **Exclusive Childrens Playgrounds:** Adults allowed in playground areas only when accompanied by a child under the age of twelve (12). Violation of this paragraph constitutes a misdemeanor.
2. **Exclusive Senior Citizens Areas:** Certain areas of any park may be set aside for citizens aged sixty-five (65) and older, for their quiet enjoyment and safety.
3. **Dog Runs:** Certain fenced park areas may be designated by the Commissioner as dog runs, and persons owning or possessing dogs that are wearing a license tag and vaccinated against rabies pursuant to the laws of the State of New York and City of New York are permitted to allow such animals to remain unleashed in these areas. Users of dog runs shall obey posted rules. Users of such dog runs shall provide proof of current vaccination against rabies and proof of current licensing upon the request of any Police Officer, Urban Park Ranger, Parks Enforcement Patrol Officer or other Department employee or employee of the DOHMH, the refusal of which shall constitute a violation of § 1-03(c), § 1-04(i) and of this paragraph. All exclusive areas will be specifically designated as such and signs will be posted informing the public of this designation.

**t. Unlawful distribution of products and materials**

No person shall engage in the non-commercial distribution of products and/or material (other than printed or similarly expressive material) without a permit issued by the Commissioner. A permit shall be issued only upon the Commissioner's determination that said distribution will be conducted in a manner consistent with the public's use and enjoyment of the park or facility in question. In making this determination, the Commissioner will consider the nature of the product or material, whether the product or material is compatible with customary park uses, whether the product or material is intended to be used in the park or facility, the age of the targeted audience for the product or material, and whether the area in the park or facility where the distribution will take place is appropriate for such distribution, considering, e.g., its proximity to areas designed for children, quiet zones or other areas designed for activities not compatible with such distribution. In connection with the foregoing, the Commissioner may consult with parental groups which are involved with the park or facility where a permit for distribution is requested. The Commissioner may also impose conditions upon the distribution of products and materials consistent with the concerns reflected by the factors listed above. Products and/or materials may be distributed only upon an indication of interest by the recipient, and only from a fixed location specified in the permit.

**u. In-line skates**

No person shall use in-line skates in any park except for park drives or areas designated for such use by the Department, and at times designated for such use. No person shall use in-line skates in a reckless manner, or so as to endanger persons or property.

**§1-06 Fees**

The Commissioner from time to time shall establish fees for use by the public of specialized park facilities. Fee schedules for such facilities shall be published and posted at the subject facility.

## §1-07 Penalties

- a. Any violation of these rules shall subject the respondent to a civil penalty which may be recovered in a proceeding before the Office of Administrative Trials and Hearings pursuant to section 1049-a of the Charter. Such proceedings will be commenced by the service of a civil summons returnable to the Office of Administrative Trials and Hearings in accordance with such section. The Office of Administrative Trials and Hearings may impose the penalties in the following table below for violations of the Department's rules.
- b. In addition, except as otherwise provided below, violation of the rules of this chapter shall also constitute an offense (classified as a "violation" under the Penal Law), which may be punished in a separate court proceeding by imprisonment of up to one day or a fine of not more than \$200. Violations marked with an asterisk are also misdemeanors prohibited by Section 18-146 or Section 18-147 of the New York City Administrative Code and are subject to additional penalties.
- c. "Default penalty" shall mean the penalty imposed by the Office of Administrative Tribunals and Hearings acting pursuant to section 1049-a of the Charter of the City of New York in accordance with subparagraph (d) of paragraph one of subdivision d of section 1049-1 of such Charter.

Section/Rule	Description	Penalty	Default Penalty
56 RCNY § 1-03(a)(3)	Unauthorized presence in park when closed to public	\$50	\$75
56 RCNY § 1-03(b)(6)	Failure to have/display/comply with required permit	\$50	\$75
56 RCNY § 1-03(c)(1)*; Admin. Code § 18-146(c)(1)	Failure to comply with directives of police, park supervisor, lifeguard, peace officer	\$250	\$375
56 RCNY § 1-03(c)(2)	Failure to comply with directives of other Department employee	\$150	\$225
56 RCNY § 1-03(c)(3)	Failure to comply with directions/prohibitions on signs	\$50	\$75
56 RCNY § 1-04(a)(1)*; Admin. Code § 18-147	Destruction or abuse of Department property that causes significant damage or expense	\$1,000	\$1,500
56 RCNY § 1-04(a)(2)	Injury, defacement, abuse, etc. of Department property	\$100	\$150
56 RCNY § 1-04(b)(1)(i)*; Admin. Code § 18-147	Cutting, removal, or destruction of a tree	\$1,000	\$1,125
56 RCNY § 1-04(b)(1)(ii)	Defacement or writing upon a tree	\$200	\$300
56 RCNY § 1-04(b)(1)(iii)	Defacement, killing, etc. of vegetation	\$200	\$300

56 RCNY § 1- 04(b)(2)	Walking on/permitting animal or child to walk on newly seeded grass	\$50	\$75	56 RCNY § 1- 04(b)(3)	Walking/permitting animal or child to walk in fenced area	\$50	\$75
56 RCNY § 1- 04(b)(4)	Unauthorized possession of gardening tool/plant	\$50	\$75	56 RCNY § 1- 04(b)(5)	Unauthorized use of metal detector	\$50	\$75
56 RCNY § 1- 04(c)(1)	Littering or unlawful use of park waste receptacle	\$50	\$75	56 RCNY § 1- 04(c)(2)	Polluting waters within park	\$250	\$375
56 RCNY § 1- 04(c)(3)	Unlawful dumping	\$1,000	\$1,500	56 RCNY § 1- 04(c)(4)	Storage/leaving unattended personal belongings	\$50	\$75
56 RCNY § 1- 04(e)(1)*; Admin. Code § 18-146(c)(4)	Aviation—bringling/landing aerial device in park, endangering person or property	\$500	\$725	56 RCNY § 1- 04(e)(1)*; Admin. Code § 18-146(c)(4)	Aviation—bringling/landing aerial device in park, endangering person or property	\$500	\$725
56 RCNY § 1- 04(g)(1)*; Admin. Code § 18-146(c)(6)	Harming animals, nests, or eggs; Possessing or distributing animals, nests, or eggs.	\$1,000	\$1,500	56 RCNY § 1- 04(g)(1)*; Admin. Code § 18-146(c)(6)	Harming animals, nests, or eggs; Possessing or distributing animals, nests, or eggs.	\$1,000	\$1,500
56 RCNY § 1- 04(g)(2)	Unauthorized feeding of animals	\$50	\$75	56 RCNY § 1- 04(g)(2)	Unauthorized feeding of animals	\$50	\$75
56 RCNY § 1- 146(c)(7)	Unleashed/uncontrolled animals in park	\$100	\$150	56 RCNY § 1- 146(c)(7)	Unleashed/uncontrolled animals in park	\$100	\$150
56 RCNY § 1- 146(c)(7); Admin. Code § 18-146(c)(7)	Second or subsequent violation within one year	\$250	\$375	56 RCNY § 1- 146(c)(7); Admin. Code § 18-146(c)(7)	Second or subsequent violation within one year	\$250	\$375
56 RCNY § 1- 04(j)(1), 3-18(b)	Failure to remove canine waste	\$100	\$200	56 RCNY § 1- 04(j)(1), 3-18(b)	Failure to remove canine waste	\$100	\$200

56 RCNY § 1-04(k)	Unlawful urination/defecation in park	\$50	\$75
56 RCNY § 1-04(l)	Access/trespass	\$50	\$75
56 RCNY § 1-04(m)	Disorderly behavior—unauthorized	\$50	\$75
56 RCNY § 1-04(n)*	Code § 18-146(c)(8)	\$50	\$75
56 RCNY § 1-04(o)	Disorderly behavior—climbing	\$50	\$75
56 RCNY § 1-04(p)	Disorderly behavior—climbing statue or artwork	\$200	\$300
56 RCNY § 1-04(q)	Disorderly behavior—climbing statue or artwork in manner that could damage it	\$200	\$300
56 RCNY § 1-04(r)	Disorderly behavior—climbing statue or artwork	\$100	\$150
56 RCNY § 1-04(s)	Disorderly behavior—gambling	\$50	\$75
56 RCNY § 1-04(t)	Disorderly behavior—fee evasion	\$50	\$75
56 RCNY § 1-04(u)*	Code § 18-146(c)(9)	\$50	\$75
56 RCNY § 1-04(v)	Disorderly behavior—gambling	\$50	\$75
56 RCNY § 1-04(w)	Disorderly behavior—render park dangerous	\$50	\$75
56 RCNY § 1-04(x)	Disorderly behavior—render road dangerous	\$100	\$150
56 RCNY § 1-04(y)*	Code § 18-146(c)(11)	\$100	\$150
56 RCNY § 1-04(z)	Disorderly behavior—render park dangerous	\$50	\$75
56 RCNY § 1-04(aa)	Disorderly behavior—sexual activity	\$100	\$150
56 RCNY § 1-04(bb)	Disorderly behavior—endanger safety of others	\$250	\$375
56 RCNY § 1-04(cc)	Disorderly behavior—operation of bike, motor vehicle, etc. that endangers safety of other person or property	\$500	\$750
56 RCNY § 1-04(dd)	Disorderly behavior—operation of bike, motor vehicle, etc. that endangers safety of other person or property	\$50	\$75
56 RCNY § 1-04(ee)	Unlawful exposure	\$50	\$75
56 RCNY § 1-04(f)	Obstruction of benches, sitting areas	\$50	\$75
56 RCNY § 1-04(g)	Unauthorized camping	\$250	\$375
56 RCNY § 1-04(h)	Spitting on park building/monument/structure	\$50	\$75

56 RCNY § 1-04(r)	Unauthorized use of fountain/pool/water for personal/animal hygiene	\$50	\$75	04(s)(2)	Soliciting money or property without permit	\$50	\$75	56 RCNY § 1-	Unlawful commercial activity or speech	\$100	\$150	04(s)(1)*; Admin.	Code § 18-146(c)(13)
56 RCNY § 1-	Unlawful use of fountain/pool/water for personal/animal hygiene	\$50	\$75	04(s)(2)	Soliciting money or property without permit	\$50	\$75	56 RCNY § 1-	Unlawful event that significantly interferes with ordinary park use	\$500	\$750	05(a)(1)*; Admin.	Code § 18-146(c)(14)
56 RCNY § 1-	Unpermitted special event/demonstration	\$250	\$375	05(a)(2)	Unpermitted special event/demonstration	\$250	\$375	56 RCNY § 1-	Structure/stand/bootch etc. without permit	\$250	\$375	05(a)(3)*; Admin.	Code § 18-146(c)(14)
56 RCNY § 1-	Unlawful vending	\$250	\$375	05(b)*; Admin. Code § 18-146(c)(15)	Unlawful vending	\$250	\$375	56 RCNY § 1-	Unlawful vending—second or subsequent	\$500	\$750	05(b)(1)*; Admin.	Code § 18-146(c)(15)
56 RCNY § 1-	Unlawful vending—second or subsequent	\$500	\$750	05(b)(2)*; Admin.	Unlawful vending of expressive matter in violation of Department rules	\$500	\$750	56 RCNY § 1-	Unlawful vending of expressive matter in violation of Department rules	\$500	\$750	05(b)(2)*; Admin.	Code § 18-146(c)(15)
56 RCNY § 1-	Unlawful display of signs	\$50	\$75	05(d)(1)	Unreasonable noise	\$50	\$75	56 RCNY § 1-	Unlawful display of signs	\$50	\$75	05(d)(1)	Code § 18-146(c)(17)
56 RCNY § 1-	Operating sound reproduction device without required permit	\$140	\$210	05(d)(2)*; Admin.	Operating sound reproduction device without required permit	\$140	\$210	56 RCNY § 1-	Playing instrument/etc. during unauthorized hours	\$140	\$210	05(d)(3)*; Admin.	Code § 18-146(c)(16)
56 RCNY § 1-	Playing instrument/etc. during unauthorized hours	\$140	\$210	05(d)(4)*; Admin.	Unauthorized music or noise for advertising/commercial purposes	\$500	\$750	56 RCNY § 1-	Unauthorized music or noise for advertising/commercial purposes	\$500	\$750	05(d)(4)*; Admin.	Code § 18-146(c)(17)

Code § 18-	146(c)(18)					
56 RCNY § 1-	05(e)(1)* ; Admin.	Commercial cinematic production without required permit	\$250	\$375	Code § 18-	146(c)(19)
56 RCNY § 1-	05(f)(1)	Unauthorized consumption/possession of alcoholic beverage	\$25	\$25	05(f)(1)	Appearing in park under the influence of alcohol, endangering self or others
56 RCNY § 1-05(g)	05(f)(2)	Failure to comply with beach/boardwalk/pool restrictions	\$50	\$75	56 RCNY § 1-	Failure to comply with business license, or valid plate, valid pedicab business license, or valid pedicab drivers license
56 RCNY § 1-05(h)	05(i)(1)	Failure to comply with fishing restrictions	\$50	\$75	56 RCNY § 1-	Pedicabs operating without valid registration
56 RCNY § 1-	05(i)(1)	Failure of pedicab or bike operator to comply with sign	\$150	\$225	56 RCNY § 1-	Pedicabs soliciting/picking up/releases passenger outside designated areas
56 RCNY § 1-05(j)*	05(i)(8)	Pedicab soliciting/picking up/releases passenger outside designated areas	\$150	\$225	56 RCNY § 1-05(j)*	Failure to comply with boating restrictions
56 RCNY § 1-	146(c)(21)	Failure to comply with ice skating restrictions	\$50	\$75	56 RCNY § 1-	Failure to comply with ice skating restrictions
56 RCNY § 1-	05(k)(1)	Failure to comply with ice skating restrictions	\$50	\$75	56 RCNY § 1-	Going upon a frozen lake or pond without authorization
56 RCNY § 1-	05(k)(2)* ; Admin.	Going upon a frozen lake or pond without authorization	\$50	\$75	56 RCNY § 1-	Planting tree/flower/shrubbery/other vegetation without written approval
56 RCNY § 1-05(l)	Code § 18-	Planting tree/flower/shrubbery/other vegetation without written approval	\$50	\$75	56 RCNY § 1-	Failure to comply with fire restrictions
56 RCNY § 1-	146(c)(22)(a)	Failure to comply with fire restrictions	\$50	\$75	56 RCNY § 1-05(m)(2)* ; Admin.	Unlawful disposal of flammable materials

Code § 18-						
146(c)(22)(b)						
56 RCNY § 1-05(n)	Unauthorized driving/parking/automotive work	\$50	\$75			
56 RCNY § 1-05(o)	Unauthorized construction/staging of materials	\$1,000	\$1,500			
56 RCNY § 1-05(p)*	Unauthorized excavation	\$1,000	\$1,500			
56 RCNY § 1-05(q)	Failure to comply with horse riding restrictions	\$50	\$75			
56 RCNY § 1-05(r)	Area use restrictions—sports in unauthorized	\$50	\$75			
56 RCNY § 1-05(s)(2)	Area use restrictions—model aviation, boating, automobile, etc.	\$50	\$75			
56 RCNY § 1-05(s)(3)	Area use restrictions—skating/skateboarding/sledding, etc.	\$50	\$75			
56 RCNY § 1-05(s)(4)	Area use restrictions—unauthorized	\$200	\$300			
56 RCNY § 1-05(t)	Failure to comply with exclusive children playground round restriction	\$50	\$75			
56 RCNY § 1-05(u)	Failure to comply with in-line skating restrictions	\$50	\$75			
56 RCNY chapter 3*	Miscellaneous violations of rules regarding 79th St. Boat Basin, Sheepshed Bay Pier, World's Fair Marina and any other Department marina not covered by a concession agreement	\$50	\$75			
56 RCNY § 1-146(c)(21)	Admin. Code § 3*					

56 RCNY §§ 3-05.	4-03*; Admin. Code § 18-146(c)(21)	Interference with emergency vessel boarding	\$100	\$150
56 RCNY §§ 3-06.	06(a)*, 3-17, 4-	Failure to have/display/compile with required vessel permit	\$50	\$75
56 RCNY §§ 3-08(a).	08(a)*, 4-06(b)*, 08(b), 4-06(b)*; Admin. Code § 18-146(c)(21)	Unlawful use of composting toilet systems	\$250	\$375
56 RCNY §§ 3-08(b).	4-06(f)*; Admin. Code § 18-146(c)(21)	Unreasonable noise at boat basin, marina, piers, mooring fields	\$150	\$225
56 RCNY §§ 3-08(c).	4-06(f)*, Admin. Code § 18-146(c)(21)	Improper maintenance of vessel or equipment	\$50	\$75
56 RCNY §§ 3-12.	4-10*, Admin. Code § 18-146(c)(21)	Failure to possess proper safety equipment on vessel	\$50	\$75
56 RCNY §§ 3-15.	4-11*, Admin. Code § 18-146(c)(21)	Failure to remove sunken vessel	\$500	\$750
56 RCNY § 3-.	16(b)*, Admin. Code § 18-146(c)(21)	Unauthorized storage of kayak or canoe	\$50	\$75
56 RCNY §§ 3-20.	4-14*, Admin. Code § 18-146(c)(21)	Unlawful use of slip or vessel	\$500	\$750
56 RCNY Chapter 4.	44*, Admin. Code § 18-146(c)(21)	Miscellaneous violations of rules regarding mooring fields under the Department's jurisdiction	\$50	\$75

56 RCNY § 4-09*; Admin. Code § 18-146(c)(21)	Excessive speed in mooring fields	\$50	\$75
56 RCNY § 4-07(a),(b)*; Admin. Code § 18-146(c)(21)	Mooring fails to meet requirements	\$50	\$75
Admin. Code § 17-503(d)(3)	Smoking in a park or other property under the jurisdiction of the Department of Parks and Recreation	\$50	\$50
Admin. Code § 18-146(i)(1)	Youth baseball league's second or subsequent failure to comply with automated external defibrillator requirements	\$500	\$500
Admin. Code § 18-146(i)(2)	Youth baseball league's failure to return automated external defibrillator to the Department in satisfactory condition	\$2,500	\$2,500

## §1-08 Severability

If any of these Rules, or application thereof to any person or circumstances, is held invalid, the remainder of the Rules and application of such provision to other persons or circumstances shall remain in full force and effect.

## Permits and Fee Schedules

### §2-01 Tennis

Each tennis player must have a valid tennis permit to play on outdoor tennis courts under the jurisdiction of the Department between the first Saturday in April and Sunday before Thanksgiving.

#### a. Tennis permits.

1. Tennis permits are available for purchase at the Arsenal and at locations in each of the five boroughs and on the Parks Department website.
2. Seasonal tennis permits are issued on an annual basis, and may be used for unlimited play during the tennis season for which they were issued in one-hour increments for singles play and two-hour increments for doubles play.
3. In the event a seasonal tennis permit is lost, a duplicate permit may be obtained for a fee pursuant to § 2-09(a).
4. Seasonal tennis permits may not be transferred or resold.
5. A single-play tennis permit may be used during the tennis season in which it was purchased in lieu of a seasonal permit to play tennis for one hour on tennis courts under the jurisdiction of the Department.

#### b. Reservations.

1. Online Reservations:
  - i. All tennis permit holders may reserve tennis courts online at the Department's website for all courts accepting reservations for a fee pursuant to § 2-09(a).
2. Advance Reservation Tickets:

- i. All tennis permit holders may reserve tennis courts at Central Park and Prospect Park using Advance Reservation Tickets for a fee pursuant to § 2-09(a).
- ii. Any tennis permit holder may reserve a tennis court in Central Park or Prospect Park by first purchasing an Advance Reservation Ticket at the Arsenal or at a designated location in each of the five boroughs, and then redeeming the Advance Reservation Ticket for a reservation either in person or by phone.

3. If a player is more than five minutes late for a reservation, the reservation is forfeited without compensation.
4. If a reserved court is closed due to rain or any other reason, reservations may be rescheduled during the tennis season.

- c. **Use of Tennis courts.**
  1. Outdoor tennis courts are open daily, weather permitting, except when under construction or repair, or when reserved for tournaments or special events.
  2. Players must wear smooth-soled, heelless footwear on clay or composition courts. Suction soled shoes and running shoes are prohibited on all surfaces on Department tennis courts.
  3. When an attendant is present, players must register with the attendant by presenting their tennis permits to the attendant. The tennis attendant will make court assignments.
  4. A maximum of six (6) balls may be used on each court.
  5. All disputes, including but not limited to disputes concerning court reservations, permit ownership, and suitability of court conditions for play, shall be settled by the tennis attendant.
  6. Locker-room and shower privileges are not included with tennis permit privileges. Locker-rooms and showers in the Central Park Tennis Center may be used by individuals renting lockers for the fee listed in § 2-09. Rentals are subject to the Central Park Tennis Center's terms of rental and are valid for one tennis season.
  7. Anyone who fails to comply with these rules or the instructions of the tennis attendant or other Parks employee will be ordered to leave the tennis courts. Failure to leave when ordered to do so shall be treated as a violation of § 103(c)(1).
  8. Tennis hours may vary at individual sites. All players must comply with posted hours.

## **§2-02 Croquet**

- a. Each player must be the holder of a permit.
- b. Permits are strictly personal and not transferable.
- c. Duplicate permit will not be issued unless another fee is paid.
- d. Croquet Fields, when not under repair or reserved for tournaments conducted by the Department of Parks and Recreation, are open daily, weather permitting.
- e. Permit holders are required to show their permits to the representative of the Department of Parks and Recreation upon request.
- f. Order of play is determined by order of arrival at Croquet Field.
- g. Players are required to furnish their own equipment.
- h. Rules of the game should be observed and courtesy extended to all permit holders.
- i. Violation of any of these rules will result in the cancellation of Croquet Permits.

## **§2-03 Lawn Bowling**

- a. Each player must be the holder of a permit.
- b. Permits are strictly personal and not transferable.
- c. Duplicate permit will not be issued unless another fee is paid.

- d. Bowling Greens, when not under repair or reserved for tournaments conducted by the Dept. of Parks and Recreation, are open daily, weather permitting.
- e. Permit holders are required to show their permits to the representative of the Dept. of Parks and Recreation upon request.
- f. Order of play is determined by order of arrival at Bowling Green.
- g. Players are required to furnish their own equipment.
- h. Rules of the game should be observed and courtesy extended to all permit holders.
- i. Violation of any of these rules will result in the cancellation of Lawn Bowling Permits.

#### **§2-04 Recreational Lockers**

- a. Season Locker Permits are strictly personal and not transferable.
- b. Permit holders are required to show their permits to the representative of the N.Y.C. Department of Parks and Recreation upon request.
- c. Applicants for season locker privileges must state the name of the Tennis-House in which they desire accommodations.
- d. Only one person will be assigned to each locker.
- e. A permit holder may store his or her personal property in the locker.
- f. Lockers must be kept in a sanitary condition. The cooperation of the permit holder is requested.
- g. Lockers must be vacated at the close of the season, date of which will be posted in all Tennis-Houses and at the Department of Parks offices in the respective Boroughs.
- h. The Department of Parks and Recreation assumes no responsibility for the loss of property.
- i. Violation of any of these rules will result in the cancellation of the Locker Permits.

#### **§2-05 Model Yacht Storage**

- a. Boats must be placed in locations in the boat-house assigned to the Permittee.
- b. Boats must be numbered to correspond with the number on the permit.
- c. The Department assumes no responsibility for the loss of any boat or property.
- d. All boats must be removed from the boat-house at the close of the season, the date of which will be posted in all boat-houses and at the Department office in the respective Boroughs.
- e. In the event of a Sail Boat Contest conducted by the Department, the permit holder may sail his or her boat only at the specified time.
- f. Only one permit is allowed to any one person.
- g. Sail boats exceeding 72 inches in length will not be permitted on the Conservancy Lake or in the Boathouse, Central Park.
- h. The use of power boats by adults is prohibited on Conservatory Lake, Central Park.
- i. Violation of any of these rules will result in the cancellation of the Model Yacht Storage Permit.

#### **§2-06 Kayaks and Canoes**

- a. A permit allows a permittee and his or her guests to use the City's access facilities for a kayak or canoe. A permittee may have more than one boat listed on his or her permit, but each kayak or canoe on the water must carry a permittee.

- b. The permittee is responsible for the safety of all those in his or her craft. Operation of the kayak or canoe under a permit is solely at the operator's own risk.
- c. Permittees and guests should be strong, experienced swimmers. It is recommended that permittees be able to sustain themselves fully clothed for ten minutes in deep water; swim two body-lengths underwater at a depth of six feet; and tow a "victim" fifteen feet.
- d. Permittees must be familiar with and obey all federal, state and local boating rules and regulations.
- e. Permittees must be aware that environmental conditions such as rip tides and other strong currents can overwhelm even the most adept swimmers. They should know the water and weather conditions before going out.
- f. Because the waters can be polluted, boaters should avoid water contact to the greatest degree possible.
- g. Swimming, water skiing, windsurfing, scuba diving or practicing immersion escape techniques in the waters to which the launch site give access are prohibited.
- h. No wildlife or natural land features may be disturbed.
- i. Kayaks and/or canoes may be launched only at launch sites designated for this purpose. No person shall launch any boat or water vehicle that requires the use of a boat trailer or other such trailer for its land transportation. A person shall not launch a motor powered vessel, or use either an inboard or outboard motor on any vessel once underway. No person shall launch rafts or other inflatables, sailboats, rowboats, "wind surfers" or sailboats of any kind.
- j. All persons using a kayak or canoe must wear a Personal Flotation Device.
- k. No person launching a boat from a kayak and/or canoe launch may begin a boating trip before sunrise or complete a boating trip after sunset. The launch sites will be open from April 1 to December 1
- l. No person shall enter a launch site, or operate or ride as a passenger in a canoe or kayak, under the influence of drugs or alcohol.
- m. No person shall use any boat-launching site or any adjacent waters within 100 feet from the shore of a launch area, including offshore and inshore approaches, for any purpose other than launching boats or removing boats from the water, unless a written permit is obtained from the department.

## § 2-07 Golf

- a. All golf courses under the jurisdiction of the Department are operated by concessionaires. Fees for use are set by the concessionaire, subject to the approval of the Department.
- b. **Identification Cards**  
Golf course operators are authorized to issue identification cards for discounts on greens fees in the following categories: New York City Resident, Senior, and Junior.
- c. **Inclement Weather**  
Golf courses may be closed if there is lightning in the area, or if rain is heavy.
- d. **Rain Checks**  
In the event a golf course manager determines that a course is unplayable, rain checks may be issued. If four holes or less are completed, players will be issued rain checks for full credit. If between four and twelve holes are completed, players will be issued a credit for nine holes. If thirteen or more holes are completed, no credit will be given.
- e. **Reservations**  
Reservations are accepted up to seven days in advance of the day of play. Players will be given their choice of tee time in the order of their registration.

**1. Cancellation of Weekday Reservations.**

Players will receive a full refund if they cancel weekday reservations up to 24 hours in advance of scheduled play. If players cancel weekday reservations less than 24 hours in advance, players will forfeit reservation fees.

**2. Cancellation of Weekend/Holiday Reservations.**

Players will receive a rain check in an amount equal to the greens fees if they cancel weekend/holiday reservations up to 24 hours in advance, but will forfeit reservation fees. If players cancel weekend/holiday reservations less than 24 hours in advance, players will be charged for greens fees and reservation fees.

## **§2-08 Special Events and Demonstrations**

**a. For purposes of this subdivision, the following terms shall have the following meanings:**

1. "same date" shall mean the same actual calendar date (numerical date and month) or the same day of the same week in a given month, as relevant. For example, "same date" shall encompass the date July 11 as well as the second Sunday in the month of July, as relevant.
2. "same location" shall mean the location identified in the special event or demonstration permit or the special event or demonstration permit application.

**b. Applications**

1. Applications for special event permits must be received at least twenty-one days prior to the requested date for the special event.
2. Applications for demonstration permits must be received at least five days prior to the requested date for the demonstration. Notwithstanding this requirement, the department will accept all applications for demonstrations involving the expression of viewpoints on topical issues whenever submitted and process such applications as soon as it is feasible to do so, considering the magnitude of the event and the resources of the department.
3. Applications for special event and demonstration permits will be accepted beginning on the first Monday in November in the calendar year immediately preceding the calendar year for which such permits are sought.
4. Permit applications received between the first Monday in November and December 1 in the calendar year immediately preceding the calendar year for which such permits are sought will be processed as follows:
  - i. if two or more permit applicants request the same date and the same location, the application from the applicant who held a permit for such date and such location in the calendar year immediately preceding the calendar year for which such permit is now sought, shall be eligible for approval; provided, however, that if more than one of such applicants held a permit for such date and such location in the calendar year immediately preceding the calendar year for which such permit is now sought, the permit application from the applicant that was received first shall be eligible for approval.
  - ii. if two or more permit applicants request the same date and the same location and none of these applicants held a permit for such date and such location in the calendar year immediately preceding the calendar year for which such permit is now sought, the permit application that was received first shall be eligible for approval.
5. All permit applications received after December 1 in the calendar year immediately preceding the calendar year for which the permit is sought will be processed on a "first come, first serve" basis.
6. The provisions contained in paragraphs (1) and (2) of this subdivision shall be subject to the following:
  - i. For permit applications received between the first Monday in November and December 1 in the calendar year immediately preceding the calendar year for which such permits are sought, the Department shall respond to the applicant no later than the third Monday in December of the calendar year immediately preceding the calendar year for which such permit is sought with one of the following responses:
    - A. written notification that the permit application has been denied and a statement of the reason or reasons pursuant to paragraph (c) of this subdivision for such denial;

- B. written notification that more information is needed before the Department can make a determination as to a particular permit application; or
- C. issuance of the permit.

- ii. For permit applications received after December 1 in the calendar year immediately preceding the calendar year for which such permits are sought, the Department shall respond to the applicant with one of the responses enumerated in clauses (A) through (C) of subparagraph (i) of this paragraph in accordance with the following schedule:
  - A. for applications filed 45 days or more prior to the date for which such permit is sought, the Department shall respond no later than thirty days after the receipt of such applications;
  - B. for applications filed less than 45 days but more than 15 days prior to the date for which such permit is sought, the Department shall respond no later than ten days after the receipt of such applications;
  - C. for applications filed 15 days or less prior to the date for which such permit is sought, the Department shall respond as soon as is reasonably practicable.

- 7. Applications for special event and demonstration permits for events to take place on the Great Lawn in Central Park must be received no less than two (2) or more than nine (9) months before the date of the proposed event. However, applications for a demonstration made less than two (2) months before the proposed event where exigent circumstances prevented timely application shall be still accepted, provided that the limitation on the number of events on the Great Lawn in subdivision (t) of this section has not already been reached. Applications must be submitted in writing either by mail or by completing the online form on the Department's website and will be considered in the order in which they are received as shown by the postmark date and time or by the timestamp, respectively.

- c. Upon application, the Commissioner may deny a permit if:
  - 1. the location sought is not suitable because of landscaping, planting, or other environmental conditions reasonably likely to be harmed by the proposed event;
  - 2. the location sought is not suitable because it is a specialized area including, but not limited to, a zoo, swimming pool, or skating rink, or because the proposed event is of such nature or duration that it cannot reasonably be accommodated in that location;
  - 3. the date and time requested have previously been allotted by permit;
  - 4. within the preceding two years, the applicant has been granted a permit and did, on that prior occasion, knowingly violate a material term or condition of the permit, or any law, ordinance, statute or regulation relating to the use of the parks;
  - 5. the event would interfere unreasonably with the enjoyment of the park by other users; or
  - 6. with respect to events on the Great Lawn, the conditions for events contained in subdivision (t) of this section are not complied with.
- d. If the permit has been denied pursuant to subdivision (c) of this section, the Department shall employ reasonable efforts to offer the applicant suitable alternative locations and/or times and/or dates for the proposed event.
- e. After a permit application is denied, the applicant may appeal the determination by written request filed with the designated appeals officer who may reverse, affirm, or modify the original determination and provide a written explanation of his or her finding.
  - 1. If a permit application is denied more than 30 days prior to the proposed event, the applicant shall have 10 days from the date that such denial is mailed or otherwise delivered to the applicant to appeal such denial. The Department shall render a decision on such appeal within 10 days of receipt of such appeal.
  - 2. If a permit application is denied more than 10 days and 30 days or less prior to the proposed event, the applicant shall have 5 days from the date such denial is mailed or otherwise delivered to the applicant to appeal such denial. The Department shall render a decision on such appeal within 5 days of receipt of such appeal.
  - 3. If a permit application is denied 10 days or less prior to the proposed event, the applicant shall have 1 day from the date such denial is mailed or otherwise delivered to the applicant to appeal

such denial. The Department shall render a decision on such appeal as soon as is reasonably practicable.

- f. Permittees are subject to the rules of the Department, the specific terms and conditions of the permit, and to all applicable City, State, and Federal laws.
- g. Permittees must have the permit in their possession at the time and site of the event, as well as any other permits for the event required by the Department or any other governmental agency.
- h. After notice and opportunity to be heard, the Commissioner may alter or add terms and conditions to a permit, or revoke a permit, based upon the criteria set forth in subdivision (c) of this section.
- i. If the Commissioner revokes a permit prior to the date of the event, the permittee may appeal the revocation, subject to the time limitations set forth in subdivision (e) of this section.
- j. Permittees must confine their activities to the locations and times specified on their permit. The Commissioner may establish specific guidelines for certain designated parks or park locations.
- k. During the course of an event, the Commissioner may suspend a permit where exigent circumstances exist in the vicinity of the location for which such permit has been issued.
- l. The granting of a permit does not give the permittee the right to sell or offer for sale any articles, tickets, or refreshments within or adjacent to any park area. To do this requires a separate Temporary Use Authorization issued by the Department.
- m. Permits are not transferable.
- n. If a permittee intends to drive vehicles (e.g. buses, cars, trucks, and vans) into a park for deliveries to an event site or for any other legitimate purpose, the permittee must obtain a separate written permit for each such vehicle, specifying the date, time, route, and parking privilege.
- o. Permit applications must indicate whether electrical energy is required for the event. Permittees shall be responsible for the procurement of and payment for any electrical energy used during the event.
- p. Permittees are responsible for cleaning and restoring the site after the event. The cost of any employee overtime incurred because of a permittee's failure to clean and/or restore the site following the event will be borne by the permittee.
- q. Permittees shall be held liable for any and all damages or injuries to persons or property that may occur or be caused by the use of the permit. By accepting a permit, permittees agree to indemnify and hold harmless the City and the Department from any and all claims whatsoever that may result from such use.
- r. Should there be any injuries, accidents, or other health incidents at an event, permittee must notify the Department immediately by calling 311.
- s. It shall be a violation of these rules to advertise the location of any event requiring a permit under these rules via posting, print media, radio, television, or the internet when the location is under the jurisdiction of the Department and the person who is responsible for placing the advertisement has been informed either that the Department does not intend to issue such permit, or that the Department has already issued another permit for that time and location. There shall be a rebuttable presumption that any person or organization whose name, telephone number or other identifying information appears on any advertisement and who has been informed of the Department's intent to deny an application for such permit or of the Department's issuance of another permit for that time and location has violated this subdivision by either (1) illegally advertising an event, or (2) directing, suffering, or permitting a servant, agent, employee or other individual under such person's or organization's control to engage in such activity; provided, however, that such rebuttable presumption shall not apply with respect to criminal prosecutions brought pursuant to this subdivision(s).
- t. The following conditions apply to applications for permits for special events and demonstrations on the Great Lawn:

1. In any calendar year there will be a maximum of seven permits granted for large events on the Great Lawn. For purposes of this subdivision, a large event is a special event or demonstration with anticipated attendance between 5,000 and 60,000 attendees, which requires the use of the ballfields on the Great Lawn, and for events with anticipated attendance of over 50,000, the use of the Turtle Pond lawn area and/or the small lawn panels on both the east and west sides of the ballfields on the Great Lawn. The number of attendees will be limited as follows: (i) no more than 50,000 attendees on the ballfields of the Great Lawn; (ii) no more than 5,000 attendees on the Turtle Pond lawn area; and (iii) no more than 5,000 attendees combined on the small lawn panels to the east and west of the ballfields on the Great Lawn.
2. Small events on the Great Lawn are not subject to the limitation contained in paragraph (1) of this subsection. For purposes of this subdivision, a small event is a special event or demonstration with anticipated attendance of less than 5,000 participants, which does not require the use of any of the Great Lawn ballfields during the hours that the Department permits the ballfields for athletic uses, and does not displace any athletic use on the Great Lawn. Small events are subject to paragraphs (5), (6), (7), and (8) of this subsection and permits for special events or demonstrations will not be granted for any ballfields when the ballfields are otherwise closed to all uses.
3. Attendance at large events may not exceed 60,000 persons.
4. Large events may take place only during the months of June and July and during the period from the third week of August through the first day of October. A maximum of two events may take place during each of the following time periods: the month of June, the month of July, and the period from the third week of August through the second week of September. A maximum of one large-scale event may be held during the period between September 15th and October 1st.
5. Events on the Great Lawn are subject to cancellation by the Commissioner due to inclement weather and/or soil and turf conditions. Factors the Commissioner will take into consideration in determining whether to cancel an event shall include: (i) the possibility of lightning or other extreme weather condition; (ii) rainfall (including forecasted, current, or cumulative rainfall); (iii) soil saturation levels or other risks to turf health; and (iv) any other field conditions that might lead to significant damage to the Great Lawn or the surrounding landscapes.
6. The load-in plan for all events must be approved by the Commissioner in order to assure that (A) the flow of persons through park landscapes on appropriately designated paths for that purpose shall be orderly; and (B) the attendees will not damage adjacent landscapes. In addition, in the case of larger events, the load-in plan must be approved by the Commissioner to assure that maximum number of persons attending does not exceed 60,000 and is in compliance with area restrictions set forth in the last sentence of subdivision t (1) above. In approving an applicant's load-in plan, the Commissioner shall take into consideration any evidence that the applicant has a proven track record of successfully executed event productions and audience management.
7. An applicant seeking to hold a large or small event shall post a bond in an amount sufficient to pay for any anticipated damage to the Great Lawn in connection with the scheduled event and made payable to the Department. The amount of the bond will be determined by the Commissioner based upon the following factors: (A) the length of the event; (B) the time of year of the event; (C) the nature of the event, including but not limited to, the type of equipment that will need to be brought onto the Great Lawn, the location of such equipment, and the use of any vehicles on the Great Lawn; (D) the number of people attending the event; (E) experience regarding any prior events of the same or a similar nature; and (F) whether the event or any activities associated with the event present a high risk of property damage. However, the Commissioner shall have the authority to waive the bond required by this subdivision where the applicant is able to demonstrate that such bond cannot be obtained without imposing an unreasonable hardship on the applicant. Any request for a waiver of the bond required by this subdivision shall be included by the applicant in their application submitted under this section. The burden of demonstrating unreasonable hardship shall be on the applicant and may be demonstrated by a showing that the cost of obtaining the bond for the event exceeds twenty-five percent (25%) of the applicant's budget for the event. The budget for the event must include not only cash, but also the actual value of any materials and services to be used by the applicant for the event.

8. A written acknowledgement by the applicant stating, where applicable, how the applicant will comply with the foregoing provisions must be fully executed no less than 10 days prior to the scheduled event's initial load in. However, for a special event application involving a demonstration that is made less than ten days before the proposed event, where exigent circumstances prevented timely application, the written acknowledgment must be executed as soon as practicable before the event's initial load-in.
- u. The East Meadow in Central Park and the paved areas south of the Bethesda Terrace, including the Literary Walk and the Bandshell areas, are available for large special events or demonstrations. The Department will allow up to two (2) events per month that occupy the East Meadow for twenty-four hours or more. The time that an event occupies the East Meadow starts at the occurrence of the initial load-in of equipment and any other materials for the event and concludes when the load-out of the event, including the removal from the park of all equipment and any other materials for the event, is completed.
- v. The Sheep Meadow is reserved solely for passive recreation and the North Meadow and the Heckscher Ballfields are reserved solely for athletic events with permits and passive recreation. The Department does not grant any permits for special events or demonstrations on the Sheep Meadow, the North Meadow or the Heckscher Ballfields in Central Park.

## **§2-09 Use of Fields and Courts**

### **a. All boroughs**

#### **Permit Fees**

##### **Tennis**

**Seasonal Adult (18 years to 61 years) = \$100.00**

**Seasonal Adult (18 years to 61 years) with valid IDNYC Card = \$90.00**

**Seasonal Senior (62 years and above) = \$20.00**

**Seasonal Junior = \$10.00**

**Seasonal Adult and Senior Duplicate (to replace a lost Permit) = \$15.00**

**Seasonal Junior Duplicate (to replace a lost Permit) = \$6.00**

**Single Play Tennis Permit = \$15.00**

**Advance Reservation Ticket = \$15.00**

**Online Reservation = \$15.00**

**Central Park Tennis Locker = \$20.00**

**Lawn Bowling = \$30.00**

**Croquet = \$30.00**

**Model Yacht Storage = \$20.00**

**Kayak/Canoe = \$15.00**

**Pool Permits (Groups of 10 or more Supervised individuals) = \$25.00 plus \$1.00 for each individual in the group**

**Special Event Permit = \$25.00**

#### **Use of Boardwalk Space By Restaurants**

**Self-serve Restaurants = \$55.00/ linear foot**

**Table Service Restaurants = \$110.00/ linear foot**

### **b. Schedule of Permit Fees as of July, 1, 2011**

**Field Lights (18 yrs & over) = \$25.00/per hour**

**Cricket, football, lacrosse, rugby, soccer and ultimate Frisbee fields (18 yrs & over) = \$16.00/per hour**

Baseball, softball and volleyball, Turf/Soft surface fields (18 yrs & over) = \$12.50/per hour

Basketball, baseball, softball, roller hockey and volleyball, Hardtop playing surfaces (18 yrs & over) = \$8.00/per hour

c. **Ages**

Day Camp Programs - Age 6-13 = \$100 per child  
(Public Assistance families are exempt)

## **§2-10 Special Event Concessions**

Definitions of terms | Concession Fee Schedule | Exceptions to Schedule

**a. For purposes of this section, the following terms shall have the following meanings:**

**Athletic Charitable Events**

"Athletic Charitable Events" shall mean recreational or sporting events that are directly associated with fundraising for the entity which is established as a not-for-profit corporation and which has been granted Federal tax-exempt status. The concession schedule does not apply to Athletic Charitable events under 500 people; however, these events are subject to the regulations set forth in section 2-08 of this chapter.

**Athletic Non-Charitable Events**

"Athletic Non-Charitable Events" shall mean those recreational or sporting events designed for public participation which are not directly associated with charitable fundraising for an entity which is established as a not-for-profit corporation and has been granted Federal tax-exempt status.

**Designated Area**

"Designated Area" shall mean a specific and/or distinct section or area within the following Parks that can host a special event subject to this schedule without excluding other uses and events in other distinctive sections or areas of the same Park: Battery Park, Central Park, Prospect Park, Randall's Island, Union Square, Carl Schurz Park, Inwood Hill Park, East River Park, Fort Tryon Park, Marcus Garvey, Morningside Park, Riverside Park, Van Cortlandt Park, Pelham Bay Park, Coney Island, Marine Park, Cunningham Park, Flushing Meadows Corona Park, Forest Park, Rockaway and South Beach. (For example, the North Plaza of Union Square Park, the East Meadow of Central Park, the Festival Grounds at Flushing Meadows Corona Park, or the Parade Grounds at Van Cortlandt Park.) For all other parks, designated areas shall mean the entire Park.

**Display Vehicles**

"Display Vehicles" shall mean vehicles that are designed, decorated, or detailed for event promotion, logo placement, product display and/or sampling of products and services. Mid-size vehicles are those vehicles with two axles. Oversize vehicles, trailers and buses are those vehicles with three or more axles or require a driver's license other than a NYS Class D license.

**Event Time**

"Event Time" shall mean the time between set-up and break-down of an event and applies to all events that require 18 or more hours.

**General Events**

"General Events" include, but are not limited to, dance recitals, music, or other artistic or cultural performances, which involve over 500 people, are open to the public and otherwise do not constitute Promotional / Commercial events or Athletic Charitable / Non-charitable events as defined by this section. General Events with less than 500 people are only subject to the regulations set forth in section 2-08 of this chapter.

**Inflatables**

"Inflatables" shall mean balloons or displays that are expanded with air or gas and used for event promotion, logo placement, product display or recreational purposes. Blimps are not considered Inflatables for the purposes of this section.

**Level A Parks**

"Level A Parks" shall mean Father Duffy Square.

**Level B Parks**

"Level B Parks" shall include the following Parks sites: Battery Park, Central Park, City Hall Park, Madison Square Park, Prospect Park, Randall's Island and Union Square.

**Level C Parks**

"Level C Parks" shall include the following Parks sites:

**Manhattan:** Bowling Green, Carl Schurz Park, Dag Hammarskjold Park, Damrosch Park, Dewitt Clinton Park, Inwood Hill Park, East River Park, Foley Square Park, Fort Tryon Park, Marcus Garvey, Morningside Park, Passannante Ballfield, Riverside Park, Holcombe Rucker Playground, Washington Square Park, West 4th Street.

**Bronx:** Harris Field, Van Cortlandt Park, Pelham Bay Park.

**Brooklyn:** Coney Island, Marine Park.

**Queens:** Cunningham Park, Flushing Meadows Corona Park, Forest Park, Rockaway Beach.

**Staten Island:** South Beach.

**Level D Parks**

"Level D Parks" shall mean all other Parks sites not listed in Level A, Level B, Level C or explicitly excluded from the concession schedule in this section.

**Private Events**

Private Events are those that restrict the general public's access to a Parks site, by either physical barriers or by personnel, or events that are permitted to erect such barriers, or otherwise restrict the general public.

**Promotional / Commercial Events**

"Promotional / Commercial Events" shall mean those events that seek to promote, advertise, or introduce a product, corporation, company or other commercial entity to either the general public or to a portion of the general public.

**Sampling**

"Sampling" shall mean the direct distribution of a commercial product or service to the public for the purpose of promoting that product.

b. A permit pursuant to section 2-08 of this chapter shall not issue until the permittee has paid the concession fee required by the Department under this section, unless otherwise exempted by this section. The Commissioner shall charge an applicant a concession fee in accordance with the following schedule. The concession fee shall be charged in addition to any bonding requirement imposed by the Commissioner pursuant to section 1-03(b)(4) of this title or any other amount or fee imposed by any other City agency or agencies.

**Concession Fee Schedule****Basic Event Fee****Promotional/Commercial, Private**

	Level A Parks	Level B Parks	Level C Parks	Level D Parks
Under 25% of Designated Area	N/A	\$12,000	\$7,200	\$2,400
25%-50% of Designated Area	N/A	\$20,000	\$12,000	\$4,000
Over 50% of Designated Area	\$35,000	\$22,000	\$13,200	\$4,400

**Athletic Non-Charitable Event**

	Level A Parks	Level B Parks	Level C Parks	Level I
Under 25% of Designated Area	N/A	\$8,000	\$4,800	\$1,600
25%-50% of Designated Area	N/A	\$16,000	\$9,600	\$3,200
Over 50% of Designated Area	N/A	\$18,000	\$10,800	\$3,600
<b>Athletic Charitable Event</b>				
	Level A Parks	Level B Parks	Level C Parks	Level I
Under 25% of Designated Area	N/A	\$1,000	\$600	\$200
25%-50% of Designated Area	N/A	\$2,000	\$1,200	\$400
Over 50% of Designated Area	N/A	\$3,000	\$1,800	\$600
<b>General Events</b>				
	Level A Parks	Level B Parks	Level C Parks	Level I
Under 25% of Designated Area	N/A	\$3,000	\$1,800	\$600
25%-50% of Designated Area	N/A	\$11,000	\$6,600	\$2,200
Over 50% of Designated Area	\$18,200	\$13,000	\$7,800	\$2,600
<b>Fixed-Rate Charges *</b>				
	Level A Parks	Level B Parks	Level C Parks	Level I
<b>Amplified Sound</b>	\$2,100	\$1,500	\$900	\$300
<b>Sampling</b>	\$2,100	\$1,500	\$900	\$300
<b>Tent</b>				
	Level A Parks	Level B Parks	Level C Parks	Level I
801 sq. ft. - 6,400 sq. ft.	\$4,200	\$3,000	\$1,800	\$600
6,401 sq. ft. - 10,000 sq. ft.	N/A	\$6,400	\$3,840	\$1,280
10,001 sq. ft. and Above	N/A	\$10,000	\$6,000	\$2,000
<b>Stage</b>				
	Level A Parks	Level B Parks	Level C Parks	Level I

1,000 cubic ft. - 2,500 cubic ft.	\$2,100	\$1,500	\$900	\$300
2,501 cubic ft. - 10,000cubic ft.	\$7,000	\$5,000	\$3,000	\$1,000
10,001 cubic ft. and Above	\$14,000	\$10,000	\$6,000	\$2,000

**Back Drop**

	Level A Parks	Level B Parks	Level C Parks	Level I
6 ft. - 20 ft.	\$7,000	\$5,000	\$3,000	\$1,000
21 ft. and Over	\$14,000	\$10,000	\$6,000	\$2,000

**Inflatables\*\***

	Level A Parks	Level B Parks	Level C Parks	Level I
15 cubic feet - 50cubic feet	\$7,000	\$5,000	\$3,000	\$1,000
51 cubic feet - 100cubic feet	\$14,000	\$10,000	\$6,000	\$2,000

**Display Vehicles\*\*\***

	Level A Parks	Level B Parks	Level C Parks	Level I
Mid-size	\$10,000	\$7,500	\$3,000	\$1,000
Oversize/Trailers/Buses	\$12,500	\$10,000	\$7,500	\$3,000

**Event Time**

	Level A Parks	Level B Parks	Level C Parks	Level I
18 Hours - 48 Hours	\$7,000	\$5,000	\$3,000	\$1,000
49 Hours - 96 Hours	\$14,000	\$10,000	\$6,000	\$2,000
97 Hours - 168 Hours	\$28,000	\$20,000	\$12,000	\$4,000
169 Hours and More	priced by negotiation			

\* These fixed-rate charges are in addition to the basic event fee

\*\* A fee will be imposed for each individual Inflatable as defined by this section.

\*\*\* A fee will be imposed for each individual Display Vehicle as defined by this section.

**c. This schedule does not apply to the following:**

1. blimps;
2. sites covered by a license, lease or agreement with a third party;

3. Department facilities, such as recreation centers or Department administrative offices;
4. Demonstrations, which are covered by the guidelines set forth in §2-08 of this chapter; or
5. concerts with 8,000 or more attendees. In determining the concession fee for such concerts, the following factors shall be taken into consideration:
  - i. the length of time, time of day and the time of year of the concert;
  - ii. the nature of use, including but not limited to, the location of the concert and such location's vulnerability to damage, the type of equipment to be brought into the Park and the displacement of any other Park uses caused by the concert or the concert's set-up and take-down;
  - iii. the number of persons expected to attend the concert;
  - iv. whether the applicant will impose an admission charge or otherwise limit attendance, or whether attendance will be free and open to the public;
  - v. the size and type of the concert, including the size of the stage and other structures;
  - vi. the nature of the proposed Park site (e.g. Level A, Level B, Level C or Level D);
  - vii. the type and extent of public resources required to stage the concert; and
  - viii. except for hand-held signs, the size of each sign and the quantity of signs displayed in the Park in connection with the concert.

## **§2-11 Seizure of Vehicles Operated on Beaches Pursuant to Administrative Code §18-108.1**

### **a. Seizure of Vehicles**

Pursuant to Administrative Code §18-108.1, any motorcycle, all terrain vehicle, snowmobile, or motor vehicle which is operated by an unauthorized person on a beach that is under the Commissioner's jurisdiction may be seized by an authorized designee of the Commissioner or a member of the Police Department.

### **b. Notice**

At the time of such seizure, the operator will be given a written notice explaining the procedures for obtaining release of the vehicle. The notice shall include a brief description of the vehicle, the location where the vehicle may be claimed, and the applicable charges for removal and storage. If the operator is not the owner of the vehicle, notice to the operator is deemed to be notice to the owner, but if the vehicle is registered pursuant to the Vehicle and Traffic Law, the notice shall be mailed to the registered owner as well. If the operator is less than eighteen years old, the notice shall either be personally delivered to the operator's parent or guardian or shall be mailed to the parent or guardian, if the name and address of that person is reasonably ascertainable.

### **c. Procedure for obtaining release of the vehicle**

1. A vehicle seized pursuant to Administrative Code §18-108.1 shall not be released to the owner or other person lawfully entitled to possession unless:
  - i. owner or operator submits documentation that he or she paid all applicable fines or penalties imposed for the violation, and pays all removal and storage charges as set forth below; or
  - ii. if there is a proceeding pending before a court or the Environmental Control board of the City of New York (ECB), the owner or operator posts a bond or other form of security in the amount of three thousand dollars (\$3000.00) which will secure the payment of such fines, penalties, and charges, or
  - iii. a court or the ECB adjudicates the violation and finds in favor of the operator or owner. If there is such a finding in favor of the operator or owner, any amount previously paid for release of the vehicle shall be refunded.
2. The owner of a vehicle seized pursuant to Administrative Code §18-108.1 will be given the opportunity to receive a hearing before the ECV with respect to the seizure within five business days of the seizure, in accordance with its rules and procedures.

3. The owner or operator may request the release of the vehicle by appearing during regular business hours at the location where the vehicle may be claimed, and presenting all of the following documentation:
  - i. Current registration certificate if the vehicle is registered, or satisfactory proof of ownership of the vehicle if the vehicle is not registered; and
  - ii. Satisfactory government-issued photo identification of the person requesting the release of the vehicle; and
  - iii. If a representative of the owner is requesting the release, a notarized letter signed by the owner expressly authorizing the representative to claim the vehicle; and
  - iv. Satisfactory documentation as required by subdivision (c) (1) of this section of one of the following: the payment of all fines, penalties, and charges; or the posting of a bind; or an adjudication in favor of the operator or owner by a court or the ECB.

**d. Abandoned Vehicles**

Any vehicle seized pursuant to Administrative Code §18-108.1, which is not released and removed from City property pursuant to subdivision (c) of this section within 10 days following the making of a request by the representative of the Commissioner or the Police Commissioner to remove it, shall be deemed to be an abandoned vehicle. Such request shall be sent by certified or registered mail, return receipt requested, to the registered owner of the vehicle, or if the vehicle is not registered, to the operator of the vehicle. If the operator is less than eighteen years old, the request shall be sent by certified or registered mail, return receipt requested, to the operator's parent or guardian, if the name and address of that person is reasonably ascertainable. If the vehicle is deemed abandoned, it shall be disposed of in conformance with the procedures set for the in New York State Vehicle and Traffic Law §1224, including but not limited to conversion for use by the Department.

**e. Removal and Storage Charges**

The charge for removal of a vehicle pursuant to this section shall be twenty-five dollars (\$25.00). The storage charge for storing a vehicle pursuant to this section shall be five dollars (\$5.00) per day or fraction thereof, computed from the day the vehicle arrives at the storage facility. All charges must be paid in cash, by certified check, or by money order payable to the City of New York.

**§2-12 Ballfield Permits**

**a. The following terms (as they are used in this section) will have the meanings listed below:**

**"Adult League."**

Adult Leagues are Adult Recreation sports leagues, including, but not limited to community based organization leagues, independent leagues, college leagues and corporate leagues.

**"Adult Recreation."**

Adult Recreation refers to a category of applicants for and holders of permits for the use of ballfields or courts for athletic activity that are not within the category of Youth Recreation.

**"New Applicant."**

New Applicant(s) are:

1. those applicant(s) that received permits for the previous year or season, and wish to apply for a different number of hours, or a different number of ballfields or courts at the same location for which a permit was held in the previous year or season;
2. applicant(s) who have never sought permits for the use of a particular ballfield or court before; or
3. Returning Applicant(s) who include new or additional requests in their permit application(s) are treated as New Applicant(s) for such new or additional permit requests.

**"Returning Applicant."**

Returning Applicant(s) are those applicant(s) requesting the same number of hours, and number of ballfields or courts at a location as they received under permit(s) for the previous year or season.

**"Seasonal Applicant."**

Seasonal Applicant(s) are all applicants who are not within the category of Short Term Permit Applicants.

**"Short Term Permit Applicant."**

Short Term Applicant(s) are applicants that request permits to use ballfield(s) or court(s) for no more than four (4) days of athletic activity within a seven (7) day period. The request must not be connected with any other request for a ballfield or court permit during the same season.

**"Youth League."**

Youth Leagues are Youth Recreation sports leagues, including, but not limited to high school leagues, little leagues, community based organization leagues, and unaffiliated leagues.

**"Youth Recreation."**

Youth Recreation refers to a category of applicants for and holders of permits for athletic activity with participants who are all 17 years old or younger. Youth Recreation shall also include school recreation programs (grade school through high school athletic programs) regardless of the age of the participants.

**b. Permit Application Process.**

1. Any person who wishes to reserve a ballfield or court under the jurisdiction or management of the Department for basketball, handball, baseball, softball, cricket, roller hockey, volleyball, football, lacrosse, rugby, ultimate frisbee, soccer, or any other ballfield or court sport must obtain a written permit from the Department. Any person applying for a permit on behalf of a group or athletic league must indicate that they are doing so on the permit application. Only one (1) individual per group or athletic league may apply for a permit. Tennis permit regulations are separately addressed in section 2-01.
2. The permit applicant must submit all applications to the Department's borough permit office in the borough where the requested ballfield or court is located. Applications may be submitted via postal mail, through the Department's website, or in-person or via facsimile (fax). Permit applications received by the borough permit office will be date and time stamped to acknowledge receipt. Applicants must apply separately to each borough permit office where they are seeking a ballfield or court.
3. In order to process applications in advance of the start date for each season, the Department has established seasonal application periods. Applications (for each of the respective periods) will not be accepted prior to the start date for a given application period. For the purpose of this section the seasonal application periods for the following seasons are:

Season	Spring and Summer Season	Fall Season	Winter Season
Application Period	November 15 through January 15	April 15 through June 15	September 15 through November 1

4. For purposes of this section, the seasonal recreational periods are as follows:

Season	Spring and Summer Season	Fall Season	Winter Season
Seasonal Recreational Period	March 17 through August 31	September 1st through November 30	December 1 through March 16

5. The Department reserves the right to determine appropriate recreational usage for each ballfield or court. Permits shall be issued for the use of individual ballfields or courts designed for a

specific sport, (e.g., baseball or soccer) at any time during the year. Ballfields that are designed to host a variety of sports will be allocated as follows: during the spring/summer season priority will be given to applications for bat and ball sports such as baseball and softball and including but not limited to cricket, and during the fall/winter seasons priority will be given to sports played on rectangular ballfields, such as football and soccer. The Department may consider an out-of-season permit application for ballfields that are designed to host a variety of sports (e.g., baseball in the fall, soccer in the spring) provided there are not qualified applicants for the priority seasonal uses set forth above. Permit holders granted permits for out-of-season use will not be treated as a Returning Applicant should they apply the year following the issuance of an out-of-season permit. No grass ballfields will be available during the winter season.

6. Applications received (during the relevant application period) will be categorized by the following factors:

- i. Youth or Adult Recreation
- ii. Returning or New Applicants
- iii. Short Term or Seasonal Applicants

7. For Applications received during the relevant application period, the Department will first consider Youth Recreation permit requests before any Adult Recreation permit requests. Youth Recreation applicants that are also Returning Applicant(s) and have fully complied with a) the terms and conditions of the previous season's permits and b) all other Department rules and regulations, will be given preference to use the same dates and times allotted to them in the previous season. The Department will also consider the following factors when allocating Youth Recreation permits:

- i. whether the applicant is part of a Youth League.
- ii. whether the Youth League is part of an official school league.
- iii. whether the Short Term Permit Applicant(s) can be accommodated before allocating permits for Seasonal Applicants.
- iv. whether the Department can accommodate newly established Youth Leagues in order to equitably allocate ballfield and court usage as between newly established and Returning Applicant Youth Leagues.
- v. Due to space limitations, the Department may reject permit requests from applicants that seek the reservation of ballfields or courts for practice sessions. Permits issued for practice sessions will not be treated as part of a Returning Applicant's previous season's permits for purposes of determining whether an applicant is a New Applicant or a Returning Applicant.

8. For applications received during the relevant application period, after the Department has accommodated the Youth Recreation applications, the Department will process Adult Recreation permit requests. Adult Recreation applicants that are also Returning Applicants and have 1) fully complied with the terms and conditions of the previous season's permits and 2) all other Department rules and regulations, will be given preference to use to use the same dates and times allotted in the previous season. The Department will also consider the following factors:

- i. whether the applicant is part of an Adult League.
- ii. whether Short Term Permit Application(s) can be accommodated before allocating permits for Seasonal Applications.
- iii. whether the Department can accommodate newly established Adult Leagues in order to equitably allocate ballfield usage as between newly established and Returning Applicant Adult Leagues.
- iv. Due to space limitations, the Department may reject permit applications that seek the reservation of ballfields or courts for practice sessions. Permits issued for practice sessions will not be treated as part of a Returning Applicant's previous season's permits for purposes of determining whether an applicant is a New Applicant or a Returning Applicant.

9. Applications received after the relevant application period will be processed on a first come, first served basis, after all Applications received during the relevant application period are processed.

c. **Permit requirements and limitations.**

1. The Department reserves the right to leave ballfield or court time unpermitted at various locations for other authorized uses, to accommodate Departmental use, for maintenance purposes, or to allow other unpermitted activity.

2. The Department reserves the right to move permit holders to another location if necessary as determined by the Department, or assign a permit applicant to a location other than the location(s) the applicant requested.
3. The Department reserves the right to cancel permitted ballfield or court activity due to inclement weather and/or conditions that can result in long-term damage to the ballfield or court.
4. This section does not apply to use of a ballfield or court that is subject to a license agreement to maintain and operate specified ballfields or courts during the times the licensee is authorized to use the ballfield or court.
5. The Department reserves the right to require a clean-up bond and/or liability insurance for the use of a ballfield or court, in which case the City shall be named as an additional insured. The factors considered by the Department to determine whether a bond or insurance are required for such event or game are: (i) estimated number of spectators expected to attend, (ii) involvement of vendors (where permitted by the Department), (iii) past history of the league or event, or (iv) such other factors as the Department may reasonably consider.
6. All permit holders must have their permit(s), and any other documents required by the Department or any other City agency, in their possession at the time and site of the proposed activity.
7. Any transfer of permit(s) requires the approval of the athletic permit coordinator of the borough in which the ballfields or courts are located. Once approved, the transfer must take place in the office of the Department staff responsible for issuing ballfield permits in the relevant borough with both transferor and transferee present. A permit may not be transferred in any other way.
8. All permits are revocable at any time and at the discretion of the Commissioner, or at the discretion of the Commissioner's designated representative. Reasons for revocation include, but are not limited to: (i) providing incorrect or false information on an application form, (ii) failure to adhere to Department rules or the conditions of the permit, and (iii) the use, by adults, of a permit issued for a Youth League. The permit holder has the right to appeal the revocation of a permit to the Department's General Counsel, within ten (10) days immediately following the mailing of notice of revocation by the Department. Said appeal must be in writing. The decision of the Department's General Counsel shall be final.
9. The maximum number of reserved hours that any person or entity (other than a Youth League) holding a permit may have is 32 per week, except in parks where there are more than ten (10) ballfields available for permitted use. If the Department determines that ballfields or courts are in high demand, the Department may approve a permit application in part and reject it in part, granting the permit holder some fraction of the requested ballfield or court time and/or granting permits for alternate locations.
10. The Department may inspect any ballfield or court to determine if the permit holder is utilizing all of its permitted time. In the event that the Department determines the permit holder is not using all of the permitted time, the Department may reduce the amount of permitted time.
11. If the use of ballfields or courts constitutes a special event as outlined in § 2-08 of the Department's rules, a special event permit shall be required in addition to the relevant ballfield permits. If the use of ballfields or courts involves vending as outlined in Section 1-05(b) of the Department's rules, vending permits shall be required in addition to the relevant ballfield permits.

## **§2-13 Membership Fees for Ocean Breeze Park Track and Field Athletic Complex**

### **a. Definitions**

For the purposes of this section, the following terms shall have the following meanings:

**Adult Athletic Complex Membership Fee.** "Adult Athletic Complex Membership Fee" means the membership fee for use of the Ocean Breeze Track & Field Athletic Complex for patrons between and including twenty-five (25) and sixty-one (61) years old, except for patrons who qualify for the Veteran Athletic Complex Membership Fee or the Person with Disability Athletic Complex Membership Fee. This membership fee does not include the Track & Field Practice Fee. Membership includes, but is not

limited to, use of the Track & Field Area during designated times, fitness equipment, recreational programs, and group fitness classes.

**Adult Track & Field Practice Fee.** "Adult Track & Field Practice Fee" means the Track & Field Practice Fee for all patrons between and including twenty-five (25) and sixty-one (61) years old, except for patrons who qualify for the Veteran Track & Field Practice Fee or the Person with Disability Track & Field Practice Fee.

**Child Athletic Complex Membership Fee.** "Child Athletic Complex Membership Fee" means the membership fee for use of the Ocean Breeze Track & Field Athletic Complex for patrons under eighteen (18) years old. This membership fee does not include the Track & Field Practice Fee. Membership includes, but is not limited to, use of the Track & Field Area during designated times, fitness equipment, recreational programs, and group fitness classes.

**Child Track & Field Practice Fee.** "Child Practice Fee" means the Track & Field Practice Fee for all patrons under eighteen (18) years old.

**Indoor Track Season.** "Indoor Track Season" means the time period from the second Tuesday of November to the third Thursday of March of each year when use of the Ocean Breeze Track & Field Athletic Complex is limited at certain times due to a Track & Field Session, and the Track & Field Area is limited at certain times to patrons who have paid the applicable Track & Field Practice Fee described in this section.

**Ocean Breeze Park Track & Field Athletic Complex.** "Ocean Breeze Track & Field Athletic Complex" means the facility located at Ocean Breeze Park in Staten Island and under the jurisdiction of the Department, with a primary purpose of providing and/or hosting track and field-related recreational programming and events.

**Person with Disability Athletic Complex Membership Fee.** "Person with Disability Athletic Complex Membership Fee" means the membership fee for use of the Ocean Breeze Park Track & Field Athletic Complex for all patrons who present government-issued photo identification along with one of the following documents when purchasing or renewing a membership:

- New York City Department of Transportation Parking Permit for People with Disabilities (PPPD);
- MTA Access-A-Ride ID card;
- MTA Reduced Fare ID card; or
- New York State Parks Individual Access Pass.

This membership fee does not include the Track & Field Practice Fee. Membership includes, but is not limited to, use of the Track & Field Area during designated times, fitness equipment, recreational programs, and group fitness classes.

**Person with Disability Track & Field Practice Fee.** "Person with Disability Track & Field Practice Fee" means the Track & Field Practice Fee for all patrons who present government-issued photo identification along with one of the following documents:

- New York City Department of Transportation Parking Permit for People with Disabilities (PPPD);
- MTA Access-A-Ride ID card;
- MTA Reduced Fare ID card; or
- New York State Parks Individual Access Pass.

**Senior Citizen Athletic Complex Membership Fee.** "Senior Citizen Athletic Complex Membership Fee" means the membership fee for use of the Ocean Breeze Track & Field Athletic Complex for patrons sixty-two (62) years old and over. This membership fee does not include the Track & Field Practice Fee. Membership includes, but is not limited to, use of the Track & Field Area during designated times, fitness equipment, recreational programs, and group fitness classes. Patrons must present government-

issued photo identification to demonstrate eligibility for the Senior Citizen Athletic Complex Membership Fee.

**Senior Citizen Track & Field Practice Fee.** "Senior Citizen Track & Field Practice Fee" means the Track & Field Practice Fee for all patrons sixty-two (62) year old and over. Patrons must present government-issued photo identification to demonstrate eligibility for the Senior Citizen Track & Field Practice Fee.

**Track & Field Area.** "Track & Field Area" means the portion of the Ocean Breeze Track & Field Athletic Complex's second floor containing the running track and adjacent enclosed practice areas.

**Track & Field Practice Fee.** "Track & Field Practice Fee" means the fee charged for use of the Track & Field Area during designated times during the Indoor Track Season.

**Track & Field Session.** "Track & Field Session" means an athletic event with the exclusive use of the Ocean Breeze Track & Field Athletic Complex's Track & Field Area, the ground-floor warm-up track and ground-floor multi-purpose rooms for an athletic event for one or a series of two-hour periods.

**Track & Field Session Fee.** "Track & Field Session Fee" means the fee charged for a Track & Field Session. This fee is in addition to any fixed-rate charges, or any bonding or insurance requirements imposed by the Commissioner, or any other amount or fee imposed by any other City agency or agencies. In addition, a separate Temporary Use Authorization issued by the Department is required by the event-holder to sell or offer for sale any articles, tickets, or refreshments within or adjacent to the Ocean Breeze Park Athletic Complex.

**Veteran Athletic Complex Membership Fee.** "Veteran Athletic Complex Membership Fee" means the membership fee for use of the Ocean Breeze Track & Field Athletic Complex for all patrons who present one of the following forms of documentation when purchasing or renewing a membership:

- New York City IDNYC with Veteran Designator;
- New York State DMV Driver's License or Non-Driver ID with Veteran Designator;
- United States Uniformed Services Identification Card for Retired Personnel (DD-2 RET);
- U.S. Department of Veterans' Affairs Veterans Hospital Identification Card (VHIC);
- Armed Forces of the United States Report of Transfer or Discharge (DD-214) with government-issued photo identification; or
- National Guard Bureau Report of Separation & Record of Service (NGB-22) with government-issued photo identification.

This membership fee does not include the Track & Field Practice Fee. Membership includes, but is not limited to, use of the Track & Field Area during designated times, fitness equipment, recreational programs, and group fitness classes.

**Veteran Track & Field Practice Fee.** "Veteran Track & Field Practice Fee" means the Track & Field Practice Fee for all patrons who present one of the following forms of documentation:

- New York City IDNYC with Veteran Designator;
- New York State DMV Driver's License or Non-Driver ID with Veteran Designator;
- United States Uniformed Services Identification Card for Retired Personnel (DD-2 RET);
- U.S. Department of Veterans' Affairs Veterans Hospital Identification Card (VHIC);
- Armed Forces of the United States Report of Transfer or Discharge (DD-214) with government-issued photo identification; or
- National Guard Bureau Report of Separation & Record of Service (NGB-22) with government-issued photo identification.

**Young Adult Athletic Complex Membership Fee.** "Young Adult Athletic Complex Membership Fee" means the membership fee for use of the Ocean Breeze Track & Field Athletic Complex for patrons

between and including eighteen (18) and twenty-four (24) years old. This membership fee does not include the Track & Field Practice Fee. Membership includes, but is not limited to, use of the Track & Field Area during designated times, fitness equipment, recreational programs, and group fitness classes. Patrons must present government-issued photo identification to demonstrate eligibility for the Young Adult Athletic Complex Membership Fee.

**Young Adult Track & Field Practice Fee.** "Young Adult Track & Field Practice Fee" means the Track & Field Practice Fee for all patrons between and including eighteen (18) and twenty-four (24) year olds. Patrons must present government-issued photo identification to demonstrate eligibility for the Young Adult Track & Field Practice Fee.

**b. Ocean Breeze Track & Field Athletic Complex Membership Fees**

The annual membership does not include Track & Field Session Fees or Track & Field Practice Fees. The Ocean Breeze Park Track & Field Athletic Complex annual membership fees are:

Child Athletic Complex Membership Fee	Young Adult Athletic Complex Membership Fee	Adult Athletic Complex Membership Fee	Senior Citizen Athletic Complex Membership Fee	Person with Disability Athletic Complex Membership Fee	Veteran Athletic Complex Membership Fee
\$0	\$25	\$100	\$25	\$25	\$25

**c. Track & Field Practice Fees**

The Track & Field Practice Fees to use the Track & Field Area are:

Child Track & Field Practice Fee	Young Adult Track & Field Practice Fee	Adult Track & Field Practice Fee	Senior Citizen Track & Field Practice Fee	Person with Disability Track & Field Practice Fee	Veteran Track & Field Practice Fee
\$10	\$50	\$150	\$25	\$25	\$25

**d. Track & Field Session Fees**

Track & Field Sessions are only available in two-hour increments, and a person may pay for multiple Track & Field Sessions to schedule an athletic event lasting longer than two hours. The Track & Field Session fees are:

**Track & Field Session Fee**

\$1,350.00 per two-hour Track & Field Session

## **Fixed-Rate Charges\***

Photo-timing	\$200.00 for each two-hour Track & Field Session
Event management software	\$250.00 for each event

\* These fixed-rate charges are in addition to the Track & Field Session Fee.

## **§2-14 Recreation Center Membership Fees**

a. *Definitions.* For purposes of this section, the following terms shall have the following meanings:

**Recreation Center.** "Recreation Center" shall mean a building or structure located within property under the jurisdiction of the Department, with the primary purpose of providing recreational programming and other community activities.

**Adult Membership Fee.** "Adult Membership Fee" means the membership fee for use of recreation centers for all patrons between and including 25 and 61 years of age, except for patrons who qualify for the Veteran Membership Fee or the Person with Disability Membership Fee. This membership fee does not include session fees. Membership includes, but is not limited to, use of fitness equipment, indoor pools and computer resource centers.

**Adult Membership Fee (with valid IDNYC Card).** "Adult Membership Fee (with valid IDNYC Card)" means the membership fee for use of recreation centers for all patrons who present a valid IDNYC Card when purchasing or renewing a membership and who are between and including 25 and 61 years of age, except for patrons who qualify for the Senior Citizen Membership Fee, the Veteran Membership Fee, or the Person with Disability Membership Fee. This membership does not include session fees. Membership includes, but is not limited to, use of fitness equipment, indoor pools and computer resource centers.

**Child Membership Fee.** "Child Membership Fee" means the membership fee for use of recreation centers for all patrons under 18 years of age. This membership does not include session fees. Membership includes, but is not limited to, use of fitness equipment, indoor pools and computer resource centers.

**Person with Disability Membership Fee.** "Person with Disability Membership Fee" means the membership fee for use of recreation centers for all patrons who present government-issued photo identification along with one of the following documents when purchasing or renewing a membership:

- New York City Department of Transportation Parking Permit for People with Disabilities (PPPD);
- MTA Access-A-Ride ID card;
- MTA Reduced Fare ID card; or
- New York State Parks Individual Access Pass.

This membership does not include session fees. Membership includes, but is not limited to, use of fitness equipment, indoor pools and computer resource centers.

**Recreation Center Without Indoor Pool.** "Recreation Center Without Indoor Pool" shall include all recreation centers without indoor pools, including, but not limited to the following recreation centers: Fort Hamilton Recreation Center, Greenbelt Recreation Center, Highbridge Recreation Center, Hunts Point

Recreation Center, Hamilton Fish Recreation Center, Thomas Jefferson Recreation Center, Herbert Von King Recreation Center, Sunset Recreation Center, Red Hook Recreation Center, J. Hood Wright Recreation Center, Jackie Robinson Recreation Center, Alfred E. Smith Recreation Center, Pelham Fritz Recreation Center, Lost Battalion Hall Recreation Center, Sorrentino Recreation Center, Williamsbridge Oval Recreation Center, St. James Recreation Center, Faber Recreation Center, Lyons Recreation Center, Al Oerter Recreation Center, Owen Dolen Recreation Center, and West Bronx Recreation Center.

**Recreation Center With Indoor Pool.** "Recreation Center With Indoor Pool" shall include all recreation centers with indoor pools, including, but not limited to the following recreation centers: St. Mary's Recreation Center, Brownsville Recreation Center, Metropolitan Pool Recreation Center, St. John's Recreation Center, Asser Levy Recreation Center, Hansborough Recreation Center, Recreation Center 54, Gertrude Ederle Recreation Center, Tony Dapolito Recreation Center, Flushing Meadows Corona Park Aquatic Center, Chelsea Recreation Center, and Roy Wilkins Recreation Center.

**Senior Citizen Membership Fee.** "Senior Citizen Membership Fee" means the membership fee for use of recreation centers for all patrons 62 years of age and over. This membership fee does not include session fees. Membership includes, but is not limited to, use of fitness equipment, indoor pools and computer resource centers. Patrons must present government-issued photo identification to demonstrate eligibility for the Senior Citizen Membership Fee.

**Session Fees.** "Session Fees" shall mean all fees associated with specific instructor-led courses including, but not limited to the following activities: aerobic classes, martial arts instruction, music lessons, and yoga classes.

**Veteran Membership Fee.** "Veteran Membership Fee" means the membership fee for use of recreation centers for all patrons who present one of the following forms of documentation when purchasing or renewing a membership:

- New York City IDNYC with Veteran Designator;
- New York State DMV Driver's License or Non-Driver ID with Veteran Designator;
- United States Uniformed Services Identification Card for Retired Personnel (DD-2 RET);
- U.S. Department of Veterans' Affairs Veterans Hospital Identification Card (VHIC);
- Armed Forces of the United States Report of Transfer or Discharge (DD-214) with government-issued photo identification; or
- National Guard Bureau Report of Separation & Record of Service (NGB-22) with government-issued photo identification.

This membership does not include session fees. Membership includes, but is not limited to, use of fitness equipment, indoor pools and computer resource centers.

**Young Adult Membership Fee.** "Young Adult Membership Fee" means the membership fee for use of recreation centers for all patrons between and including 18 and 24 years of age. This membership fee does not include session fees. Membership includes, but is not limited to, use of fitness equipment, indoor pools and computer resource centers. Patrons must present government-issued photo identification to demonstrate eligibility for the Young Adult Membership Fee.

**b.** No person shall use any recreation center and/or participate in activities requiring the payment of a session fee as defined in this section unless such person has paid the applicable annual membership fee set forth in subdivision (c) of this section in addition to any applicable session fees.

**c. Recreation Center Membership Fee Schedules.**

The Commissioner shall charge a recreation center member subject to these provisions the amount set forth in the following schedule for an annual membership. Such annual membership does not include session fees.

Type of Membership	Recreation Center with Indoor Pool	Recreation Center without Indoor Pool
<b>Child Membership Fee</b>	<b>\$0</b>	<b>\$0</b>
<b>Young Adult Membership Fee</b>	<b>\$25</b>	<b>\$25</b>
<b>Adult Membership Fee</b>	<b>\$150</b>	<b>\$100</b>
<b>Adult Membership Fee (with valid IDNYC Card)</b>	<b>\$135</b>	<b>\$90</b>
<b>Veteran Membership Fee</b>	<b>\$25</b>	<b>\$25</b>
<b>Person with Disability Membership Fee</b>	<b>\$25</b>	<b>\$25</b>
<b>Senior Citizen Membership Fee</b>	<b>\$25</b>	<b>\$25</b>

#### **d. Session Fees**

##### **1. Session fees will be set pursuant to the following schedule:**

Type of Recreation Center	Session Fee (Maximum)
Recreation Center with Indoor Pool	\$10-\$100
Recreation Center without Indoor Pool	\$10-\$100

##### **2. Factors for Determination of Session Fees.** In determining the amount of the session fees pursuant to the schedule above, the following factors shall be taken into consideration:

- i. the length of the course
- ii. the number of scheduled classes
- iii. the skill required for the instructor
- iv. the expected number of participants
- v. such other information as the Commissioner deems relevant

#### **§2-15 Miscellaneous Fees**

**Capital Projects Bid Document Fees (payable by all persons receiving bid documents from the Department in a capital project procurement):**

**Less than 100 pages**

**\$25.00 (refunds will be issued for documents returned in good condition within 30 days of receiving documents and accompanied by the original transaction receipt)**

**More than 100 pages**

**\$100.00 (refunds will be issued for documents returned in good condition within 30 days of receiving documents and accompanied by the original transaction receipt)**

**§2-16 External Defibrillators**

The Department will place automated external defibrillators in the following locations:

**Bronx**

1. Van Cortlandt Park Visitor Center: Broadway at West 242 St., Bronx, NY 10471.
2. Owen Dolen Golden Age Center: 1400 Westchester Square, Bronx, NY 10461.
3. St. James Recreation Center: East 192nd St. & Jerome Ave., Bronx, NY 10468.
4. St. Mary's Recreation Center: East 145th St. & St. Ann's Ave., Bronx, NY 10455.
5. Williamsbridge Oval Play Center: East 208th St. & Bainbridge Ave., Bronx, NY 10461.
6. Hunt's Point Recreation Center: Manida St. & Lafayette, Bronx, NY 10474.

**Brooklyn:**

1. Herbert Von King Recreation Center: 670 Lafayette Ave., Brooklyn, NY 11216.
2. Metropolitan Pool: 261 Bedford Ave. (at Metropolitan Ave.), Brooklyn, NY 11211.
3. Sunset Park Recreation Center: 44th St. at 7th Ave., Brooklyn, NY 11220.
4. Red Hook Recreation Center: 155 Bay St., Brooklyn, NY 11231.
5. Litchfield Villa: 95 Prospect Park West, Brooklyn, NY 11215.
6. Brownsville Recreation Center: 1555 Linden Blvd., Brooklyn, NY 11212.
7. Salt Marsh Recreation Center: 3302 Avenue U, Brooklyn, NY 11234.

**Manhattan:**

1. The Arsenal: 830 Fifth Ave., New York, NY 10065.
2. Alfred E. Smith Recreation Center: 80 Catherine St. New York, NY 10038.
3. Asser Levy Recreation Center: East 23rd St. at FDR Drive, New York, NY 10010.
4. Carmine Pool: Clarkson St. & Seventh Ave. South, New York, NY 10014.
5. Hamilton Fish Recreation Center: 128 Pitt St., New York, NY 10002.
6. Hansborough Recreation Center: 35 W. 134th St., New York, NY 10037.

**Queens:**

1. Roy Wilkins Recreation Center: 177th St. & Baisley Blvd., St. Albans, NY 11434.
2. Sorrentino Recreation Center: 18-48 Cornaga Ave., Far Rockaway, NY 11691.
3. Lost Battalion Hall: 93-29 Queens Blvd., Rego Park, NY 11374.
4. Passerelle Building: Flushing Meadows-Corona Park, Flushing, NY 11368.
5. Olmsted Center: Flushing Meadows-Corona Park, Flushing, NY 11368.
6. Overlook: 80-30 Park Lane, Kew Gardens, NY 11415.

**Staten Island:**

1. Cromwell Recreation Center: Pier 6 at Bay and Hannah St., Staten Island, NY 10301.
2. Stonehenge: 1150 Clove Road, Staten Island, NY 10301.

3. Conference House: 7455 Hylan Blvd., Staten Island, NY 10307.
4. Sailor's Snug Harbor: 1000 Richmond Terrace, Staten Island, NY 10301.
5. High Rock Park: 200 Nevada Ave., Staten Island, NY 10306.
6. Greenbelt Nature Center: 700 Rockland Ave., Staten Island, NY 10306.

West 79th Street Boat Basin, the Sheepshead Bay Piers and the World's Fair Marina

### **§ 3-01 Application**

These rules apply to the permissible use of the West 79th Street Boat Basin which is located in Riverside Park on the east bank of the Hudson River at West 79th Street in Manhattan. They also govern the Sheepshead Bay Piers adjacent to Emmons Avenue in Brooklyn, the World's Fair Marina in Flushing Bay which is located in Flushing Meadows Corona Park, Queens and any other marina acquired by the Department and which is not covered by a concession agreement with the Department. These special rules supplement the general rules which govern the use of City parkland set forth in chapters one and two of this title. To the extent that they are not inconsistent herewith, the rules set forth in chapters one and two of this title apply to the use of the marina, piers and boat basin.

### **§ 3-02 Definitions**

#### **Boat Basin**

"Boat Basin" means the West 79th Street Boat Basin located in Riverside Park on the east bank of the Hudson River at West 79th Street in Manhattan.

#### **Boat Launch**

"Boat Launch" means any location designated by the Commissioner for the launching of vessels of any kind via the use of an automobile or other motorized vehicle down a fixed ramp.

#### **Chief Dockmaster**

"Chief Dockmaster" means the person appointed by the Commissioner that is responsible for the overall administration of the marina division facilities and enforcement of Department policies and rules under the direction of the marina manager or administrator.

#### **Commercial Permit**

"Commercial Permit" means a permit to store, dock or launch a vessel used for commercial operations.

#### **Commissioner**

"Commissioner" means the Commissioner of the Department of Parks and Recreation or the chief executive officer of any successor agency.

#### **Department**

"Department" refers to the Department of Parks and Recreation of the City of New York or any successor agency.

#### **Dinghy**

"Dinghy" means a vessel with a total length of fourteen feet or less.

#### **Dockmaster**

"Dockmaster" refers to the person who administers, manages or maintains the marina, piers and boat basin at the direction of the supervisory or chief dockmaster.

#### **Emergency**

"Emergency" means any situation which the dockmaster determines threatens imminent personal injury, property damage or environmental damage.

#### **Facility**

"Facility" means any or all of the boat basin, marina, and piers.

#### **Garage**

"Garage" means the underground parking garage at the rotunda in the boat basin.

#### **Guest**

"Guest" means a person who enters the marina, piers or boat basin at the invitation of a permittee to board the permittee's vessel.

#### **Houseboat**

**"Houseboat"** means any vessel which has been designed primarily for use as a dwelling place as opposed to active recreational use, including but not limited to boats unable to operate in open water when subject to moderate winds and strong currents and boats designed with a rectangular main deck and full or square-shaped underwater hull as opposed to the tapered bow of a conventional recreational vessel.

**Marina**

**"Marina"** means the World's Fair Marina in Flushing Bay, located in Flushing Meadows Corona Park, Queens.

**Marine Division**

**"Marina Division"** means the Department's division responsible for managing, operating and maintaining recreational and commercial vessel usage at, but not limited, to the division facilities and mooring fields.

**Marina Manager or Marina Administrator.**

**"Marina Manager"** or **"Marina Administrator"** means the manager or administrator of the Department's Marina Division. The person appointed by the Commissioner that is responsible for the overall administration of the marina division facilities and enforcement of Department policies and rules.

**Parking Permit**

**"Parking Permit"** means a dated written permission to park at the marina parking lot or boat basin garage.

**Permit**

**"Permit"** means a permit to store, dock, moor or launch a vessel at the marina, piers or boat basin. Such term includes, but is not limited to, seasonal dockage permits issued for the 6 month summer season or 12 month terms, transient dockage permits issued on a daily basis, permits to launch kayaks or canoes at the marina, piers or boat basin, permits for commercial vessel operations and special permits for educational research events and special events, including filming. Such term does not include parking permits.

**Permittee**

**"Permittee"** means the person whose name appears on a permit.

**Permittee Family**

**"Permittee Family"** means the members of a permittee's immediate family, which is restricted to husband, wife, son, daughter or domestic partner, listed on the front page of the permit application. Permittee family members are not designated as guests and do not have any interest in the permit, except for spouses or domestic partners who jointly hold permits.

**Personal Watercraft**

**"Personal Watercraft"** or **"PWC"** or **"Jet Ski"** means any small power-driven vessel where by design the operator and passengers stand or sit astride the watercraft as opposed to sitting within the hull of a conventional boat. Personal Watercraft traditionally are gasoline-powered and can be propeller-driven or propelled by water jet.

**Piers**

**"Piers"** means the piers located on the northern side of Sheepshead Bay, adjacent to Emmons Avenue in Brooklyn.

**Supervisory Dockmaster**

**"Supervisory Dockmaster"** means the individual responsible for the administration of the marina division facilities and enforcement of Department policies and rules under the direction of the chief dockmaster.

**Vessel**

**"Vessel"** means a floating craft of any kind, including but not limited to a boat, sailboat, motorboat, dinghies, canoe and kayak.

**Waiting list**

**"Waiting list"** means a list maintained by the Department of persons interested in obtaining seasonal dockage permits and mooring permits at the boat basin. This list is the sole method of obtaining a dockage or mooring permit at the boat basin.

- a. The marina, piers and boat basin are open to permittees, a permittee's family, their guests, contractors and other persons who have obtained the permission of the dockmaster or Department to enter. All private contractors must be properly licensed and insured, proof of which shall be registered with the marina division. In addition, the dockmaster shall establish and post regular hours during which the public shall have access to specified portions of the marina and boat basin.
- b. Keys are issued to the marina and boat basin piers each year for permittees. To receive a key, permittees must have paid for the full seasonal dockage or mooring and have no other outstanding charges, and must sign an agreement regarding the Department's key policy. Permittees must also have completed a dockage or mooring permit application and provided all required vessel insurance and registration as required by section 3-06 (d) and (q).

#### **§ 3-04 Guests**

Access to the marina, piers and boat basin by guests is subject to the following conditions:

- a. All guests and members of a permittee's family must comply with these rules. Anyone who fails to comply with such rules may be expelled from the facility. Anyone who repeatedly fails to comply with the rules may be permanently barred from the facility. Permittees are responsible for the conduct of their guests and family members. Violations of these rules by guests and/or a permittee's family can be grounds for termination of the permittee's permit in accordance with §3-06(g) of this chapter.
- b. In the interest of safety, the dockmaster may limit the number of guests on a vessel. In no cases shall the number of persons on board a vessel exceed the manufacturer's builders plate.
- c. A permittee must notify the dockmaster in writing of any person who will be boarding his or her vessel when the permittee is not in the marina or boat basin. Guests may not stay overnight on a vessel when the permittee is not on board without a guest pass issued by the dockmaster. The dockmaster may refuse or terminate such permission where he or she has reason to believe that there has been a transfer of the right to occupy the vessel by the permittee to the guest.
- d. If a permittee intends to have a guest remain overnight on his or her vessel while the permittee is not on board, a guest pass must be obtained from the dockmaster. This pass may be issued for up to one month. No guest may remain in the marina or boat basin for longer than one month while the permittee is absent, although the dockmaster has discretion to extend this limit for good cause. Any guest who has not been authorized to remain overnight in the marina or boat basin will be denied access.

#### **§ 3-05 Inspections**

All vessels in the marina, piers and boat basin may be boarded by authorized officers and employees of the Department or other City, State and federal agencies if necessary to respond to an emergency or urgent health or safety hazard, as part of the general health or safety inspection or as otherwise permitted by applicable law. It shall be a violation of these rules for a permittee to refuse to allow, prevent or interfere with such boarding.

#### **§ 3-06 Permits**

- a. No person shall dock, store or launch a vessel at a facility without an appropriate permit from the Department and without payment of all required fees.

- b. All payments must be in the form of money order, credit card, or check in a form acceptable to the Department.
- c. All recreational vessels must be personally owned and such ownership reflected on registration or U.S. Coast Guard documentation. Permits for recreational vessels shall be issued to a natural person and not to a business or corporate entity.
- d. For security and emergency purposes, permittees must provide State or federal issued photo identification to the marina division for photocopying and retention in the customer folder in the marina or boat basin office.
- e. A permit shall not be issued for a vessel which is unsafe or likely to cause injury to people or damage to property as determined by the dockmaster.
- f.
  - 1. Dockage permits shall only be issued for vessels that the chief dockmaster determines are capable of operating in open water. All vessels (transient, seasonal, mooring or year round) must be and remain in safe operational condition. Any existing permittee with an operational and seaworthy vessel must continuously maintain an operational and seaworthy vessel. All vessels that are brought to any Department facility must be seaworthy and must meet operational requirements to the original manufacturer's specifications. The chief dockmaster shall require a demonstration of a vessel's seaworthiness and compliance with the manufacturer's specifications, and shall require that any modifications to the vessel be approved by a certified naval architect to ensure compliance with original manufacturers' specifications. Before issuing a permit and otherwise upon reasonable notice, the chief dockmaster may inspect a vessel and/or require a demonstration of the vessel's operational capability in open water.
  - 2. For the boat basin only, the Department may offer up to 52 winter season permits at any time (less any existing winter permits) first, to existing summer season permit holders in seniority order and second, to individuals on the waiting list in list order, creating 12 month or year-round dockage permits. The location of winter season slips will be determined by the chief dockmaster and allocated by seniority order. However, the chief dockmaster may change the location and/or number of these slips as necessary to ensure the safety of vessels and the boat basin.
  - 3. Except for vessels permitted to dock at the boat basin prior to November 1, 2010, no permit, summer or winter, shall be issued to a houseboat.
- g. Dockage permits shall not be issued unless the applicant presents evidence of hull and liability insurance, either New York State registration or documentation by the U.S. Coast Guard and successful completion of a U.S. Coast Guard boating safety course or sufficient nautical experience as determined by the dockmaster. In addition, the vessel for which the permit is to be issued must be well maintained and seaworthy.
- h. A permit shall be issued to the named permittee for a particular vessel and is not transferable. A permit can be held jointly by spouses or domestic partners. If a permittee replaces a vessel, the dockmaster may only approve the new vessel after a suitable slip has been found before it may be docked pursuant to the permit. The dockmaster shall reject a replacement vessel which is not capable of operating in open water, not properly insured or which is neither New York State registered nor documented by the U.S. Coast Guard. The dockmaster may inspect and/or require a demonstration of the replacement vessel's operational capability in open water.
- i. All completed permit applications shall be submitted to the Department. All outstanding fees, charges, fines or civil penalties must be paid before a renewal application will be considered.
- j. The supervisory dockmaster may revoke, terminate or refuse to renew any permit issued pursuant to this section:
- k. \* where the permittee or applicant for the renewal has been found liable in a proceeding before the Environmental Control Board of the City of New York (ECB) or in a court of three or more violations of these rules set forth in chapters 1 and 2 of this title;
- 1. 2. where the applicant for renewal or permittee has failed to pay any outstanding fees, charges, fines or civil penalties within 15 days of the date of mailing of a written notice of such outstanding amount;

2. 3. where the permittee or applicant for renewal has been found liable in a proceeding before the ECB or in a court of engaging in disorderly behavior as defined in §1-04(i), paragraphs (6), (7), and (9) of chapter 1 of this title; or
3. 4. as provided in subdivision o of this section, in accordance with the needs or requirements of the Department or the interests of the City as determined by the supervisory dockmaster.
  - i. The supervisory dockmaster shall mail or hand deliver notice of the intention to revoke, refuse to renew or terminate a permit and the reasons therefor. In the event that a mailing address is unknown or mail is returned undelivered, such notice may, in lieu of mailing or hand delivery, be posted in a conspicuous place on the vessel.
  - m. 1. A permittee or applicant for renewal may file written objections with the chief dockmaster within 10 days from the date of such mailing, delivery or posting. The objections must set forth the reasons why the permit should not be terminated or revoked or should be renewed, and include any evidence supporting the objection. The filing of objections will not prevent the chief dockmaster from barring the permittee from the facility if the chief dockmaster specifically finds that it is in the public interest to do so. After considering any objections raised by the applicant or permittee, the chief dockmaster shall make a determination whether to revoke, refuse to renew or terminate the permit and shall provide notice of such determination to the permittee or applicant for renewal in the above manner.  
2. A permittee or applicant for renewal may file written objections with the Commissioner within 10 days from the date of the written decision of the chief dockmaster. The objections must set forth the reasons why the permit should not be terminated or revoked or should be renewed, and include any evidence supporting the objection. After considering any objections raised by the applicant or permittee, the Commissioner shall make a final determination whether to affirm or reverse the chief dockmaster determination to revoke, refuse to renew or terminate the permit and shall provide notice of such determination to the permittee or applicant for renewal in the above manner.
  - n. Nothing in this chapter shall be construed to create a property right in any permit. All permits issued by the Department are by their nature terminable at will by the Commissioner in accordance with the needs or the requirements of the Department or in the interest of the City as determined by the Commissioner.
  - o. An applicant for renewal or a former permittee who has been found liable in a proceeding before the Environmental Control Board or in a court violating any provisions of these rules or the rules set forth in chapters 1 and 2 of this title or who has delinquent payment record may be required to provide current credit card information and/or make a security deposit before a renewal application will be considered. Such permittee's credit card shall be charged for any balances accrued by the permittee that remain unpaid after 45 days of mailing of such outstanding charges. Any security deposit received from the permittee will be returned to the permittee without interest upon departure from the marina, piers, or boat basin, provided the permittee has settled all outstanding charges.
  - p. All permittees must maintain hull and liability insurance policies naming the City as an additional insured on the policy for docked vessels and provide the dockmaster with a copy of the insurance certificate. Proof of such insurance must be submitted to the dockmaster by May 1 of each year. The insurance must be valid for the length of the permit and any lapse in coverage will be considered automatic grounds for termination of the permit.
  - q. The dockmaster may impose other reasonable conditions on the issuance or renewal of a permit to protect public safety or to safeguard the interests of the City.
  - r. 1. Where a permit expires or is revoked, terminated or not renewed, the vessel must be removed from the facility within 10 days after written notice by the supervisory dockmaster to remove it is mailed or hand-delivered to the applicant or permittee. In the event that a mailing address is unknown or mail is returned undelivered, such notice may in lieu of such mailing be posted in a conspicuous place on the vessel. Where the vessel is not removed within 10 days, the Department may remove the vessel or cause the

vessel to be removed from the facility. Except where a vessel enters the facility due to an emergency, the dockmaster may immediately and without notice remove any vessel which enters or remains in the facility without an appropriate permit.

2. The permittee or owner shall be liable for the costs of removal and storage of the vessel, payable prior to release of the vessel. Any vessel removed from the facility which is not claimed within 30 days shall be deemed to be abandoned and shall be treated in accordance with applicable law.
- s. Every applicant and permittee must provide the dockmaster with a day and evening telephone number as well as an e-mail and/or mailing address in writing at which he or she may receive notice required by these rules or other applicable law. Any change in telephone number, e-mail, or mailing address must be reported in writing to the dockmaster within 10 days.
- t. Upon accepting a permit to dock at the boat basin, permittee must, within two years, dock a vessel, meeting all the requirements of this chapter. If an existing boat basin permittee removes his or her vessel for any reason, the permittee must dock a vessel, meeting all the requirements of this chapter, within two years from the date they removed their vessel. The minimum dockage fee will be charged for each permitted season until a vessel is brought in. If no vessel is docked within two years, the permit will be revoked as per Section 3-06(l).
- u. A permittee may choose to postpone keeping a vessel at the boat basin for any particular season without payment only once in the life of the permit. Permittees must submit a letter to the chief dockmaster at least 90 days prior to the start of the season in question stating that they will be opting to keep the vessel out of the boat basin.
- v. Permits will be immediately revoked for any of the following reasons:
  1. Conduct endangering the safety of any person.
  2. (Fire aboard a vessel that is determined to be caused by improper upkeep of the vessel.
  3. The improper use of heating equipment, including the storing of kerosene, installation or repair of electrical equipment by other than a qualified electrician.
  4. A violation of §3-13.
  5. Trespassing aboard another vessel docked or moored at a marina division facility.
  6. Violation of this subdivision by guests or immediate family members of a permit holder.
  7. Renting or subletting of permits.
  8. Any other action which interferes with the safe operation of division facilities, including but not limited to violations of §3-08.
- w. Any person who docks or abandons a vessel at the boat basin, marina or piers without authorization and who refuses to remove the vessel immediately upon written notice, will not be eligible to request or receive a permit or berth of any type for any facility for a minimum of 24 months. Objections to the denial of permit eligibility shall be available under subdivision n of §3-06 of this chapter.

### **§ 3-07 Waiting List**

The Department shall maintain and utilize a waiting list for the issuance of Boat Basin seasonal dockage permits and mooring permits, which shall be available upon request from the Department. Applications for the waiting list must be mailed to the Department of Parks & Recreation, Legal Office, The Arsenal, 830 5th Avenue, NY, NY 10065 att: Boat Basin Waiting List via return receipt U.S. mail on forms supplied by the Department and accompanied by a processing fee of \$75. Only natural persons shall be eligible for Boat Basin permits. No person already holding a permit may apply for a Boat Basin permit.

### **§ 3-08 Conduct and Clean Boating**

- a. No person shall urinate or defecate into the water or along the docks and walkways of the facility. No person shall use a toilet in the facility which discharges into the water without marine sanitation devices approved by the New York State Department of Environmental Conservation.
- b. Composting toilet systems are not permitted.
- c. All vessels with waste holding tanks must discharge waste through the pump out station or by other methods approved by the New York State Department of Environmental Conservation.
- d. No person shall discharge into the water or on the docks and walkways any oil, spirits, drift, debris, inflammable liquids, rubbish or refuse.
- e. No person shall bring or park a motor vehicle on the promenade or docks without the prior written approval of the dockmaster.
- f. No person shall make or cause or allow to be made unreasonable noise in the facility so as to cause public inconvenience, annoyance, or harm. Unreasonable noise means any excessive or unusually loud sound that disturbs the peace, comfort, or repose of a reasonable person of normal sensitivity or injures or endangers the health or safety of a reasonable person of normal sensitivity. The dockmaster may restrict the outdoor use of radios, record players, compact disc players, television receivers, tape recorders, digital music players and other sound reproduction devices after 10 p.m. Sunday through Thursday and after midnight on Friday and Saturday.
- g. Garbage shall be placed in plastic bags and deposited in designated receptacles.
- h. No person shall make an open flame or operate a barbecue grill in the facility, on the docks or walkways or on any vessel.
- i. No person shall store or use any machinery or equipment for welding or burning where such storage or use is prohibited by the fire code or other law or rule.
- j. No person shall ride or store a bicycle or other vehicle on the walkways and docks.
- k. No person shall run or skate on the dock.
- l. No person shall swim, dive, or fish from vessels, docks, or finger piers, except in areas specifically designed for such purposes.
- m. No person shall leave any entrance gate to the marina or boat basin open or unlocked.
- n. No person shall admit someone unfamiliar to themselves into the marina or boat basin. Any unfamiliar person is to be directed to the marina or boat basin office.
- o. No person shall advertise from a vessel while docked or moored at a Department facility.
- p. The New York waters of the Hudson River are an Environmental Protection Agency (EPA) designated "No Discharge Area" (NDA). No person shall discharge any boat sewage from a holding tank or portable toilet or use a direct discharge toilet anywhere in the river, from the Battery to Troy Dam. All sewage must be emptied at a pumpout station.
- q. On water bodies that are not designated NDA, boaters must discharge treated sewage from a Type I or Type II United States Coast Guard certified Marine Sanitation Device (MSD) unless at least three nautical miles or more from shore.
- r. No person shall transport cans of fuel on marina, piers, or boat basin docks or piers unless authorized by the dockmaster in the dockmaster's reasonable discretion. Vessels must fuel at gas docks.
- s. As per New York State Department of Environmental Conservation regulations, vessel owners must receive pre-approval from the dockmaster before applying anti-fouling paint to their vessel. Paint scrapping must be disposed of in designated areas. Containment systems must be used and boat maintenance may not be performed near water or sewer drains.
- t. Hoses and water lines must be turned to the closed position upon completion of use. Water lines must never be left running unattended or for extended periods of time.
- u. Any person who engages in disorderly behavior as defined in section 1-04(i) of chapter 1 of this title may, in addition to any other applicable penalties, be expelled immediately from the marina, piers, or boat basin.
- v. No person may offer or provide any form of tip, money, gift or any other gratuity to any City employee at any facility. No person may procure any services from Department staff except as specifically allowed under these rules. Violations of this provision will result in termination of any permit and will bar the violator from any Department facility for a minimum of 24

months. Objections to termination of a permit or denial of permit eligibility shall be available under subdivision n of §3-06 of this chapter.

### **§ 3-09 Docking of Vessels**

- a. Vessels must be docked at slips designated by the dockmaster. Slips will be assigned using an appropriate ration of slip length, width, depth of water and strength of docks to a vessel's length, beam, draft and tonnage. If two vessels of equal characteristics are vying for the same slip, seniority will be the determining factor. Seniority is established by holding a valid permit and being in good standing for the longest period of time. Good standing means that all accounts with the Department are paid in full and dockage/moorage application and valid insurance and registration are on file. Slips may not be changed or exchanged without the prior written approval of the dockmaster. Inoperable vessels will not be assigned to slips that are designated by the Department for running vessels.
- b. All vessels shall be adequately tied to the dock and shall have sufficient fenders and dock lines to secure the vessel in all wind and weather conditions. The dockmaster may require the replacement of dock lines which he or she finds to be inadequate or, where necessary, may in his or her discretion replace the dock lines and charge the cost to the permittee or owner of the vessel.
- c. Vessels may be temporarily relocated within or outside the facility in an emergency or to accommodate construction work at the facility. When a vessel must be moved to accommodate construction work the dockmaster will give the permittee or owner 48 hours written notice to move the vessel. If the vessel is not moved within the required time the dockmaster may move the vessel or cause the vessel to be moved and charge all costs associated with moving or storage to the permittee or owner.
- d. Vessels which are improperly secured in an unassigned slip or area may be towed to the assigned slip by the dockmaster or marina division staff, and the appropriate Labor Rate shall be charged to the owner of such vessel.

### **§ 3-10 Condition of Vessels**

- a. All vessels in the facility and all equipment thereon shall be maintained in good order and free of any hazard to persons, vessels or facility structures. In addition, all vessels docked at the piers or the marina must be seaworthy.
- b. No structural modifications may be made to the superstructure of a vessel docked at the facility and/or permitted to use the facility without the express written consent of the dockmaster. Prior to any modification, the Department may require an evaluation from an experienced certified marine surveyor in good standing with a national recognized marine surveying society or association, or from a New York State licensed naval architectural engineer. Such evaluation shall be performed at the permittee's expense and a detailed report of such evaluation shall be provided to the Department. No modifications shall be made which will in any way limit the movement of the vessel, change the center of gravity to the extent that the vessel is unseaworthy, restrict the navigation by removal of the helm station, inhibit the line of sight forward from the helm, increase the height of the vessel or extend the vessel over water beyond the existing hull, or increase the load beyond the manufacturer's hull design capacity.
- c. The dockmaster may refuse dockage of any vessel that does not meet the above requirements.

### **§ 3-11 Operation of Vessels**

- a. All vessels entering, leaving or moving within the facility shall be operated under mechanical power, not sail, except in an emergency. All vessels in the facility shall be operated at speeds so as not to create a wake.
- b. When a vessel enters the marina or boat basin, it shall be berthed or moored only where ordered and maneuvered as directed by Department staff.
- c. Vessels entering the marina, piers, or boat basin under emergency conditions shall promptly be reported by their owners to Department staff.
- d. A permittee holding a seasonal dockage permit must notify the dockmaster in writing prior to removing a vessel from the facility for more than 48 hours. In order to maximize access to the marina or boat basin, the dockmaster may issue a transient dockage permit for the permittee's assigned slip during such absence. A permittee who fails to notify the dockmaster of his or her scheduled return time or who returns before his or her scheduled return time may be required to remain outside the marina or boat basin until a vacant slip is available.
- e. In the event of an emergency, including unsafe condition on a ship, mooring, or vessel, the Department may order a permittee to take specific remedial measures within a reasonable period of time, as determined by the dockmaster. A permittee who fails to take such measures within the specified time period shall be subject to the penalties set forth herein.

### **§ 3-12 Required Safety Equipment**

All vessels docked in the facility shall have on board at all times all equipment required by the Coast Guard, as well as for vessels longer than 25 feet:

- a. Two 10-pound CO<sub>2</sub> fire extinguishers or two dry chemical 20 pound ABC fire extinguishers approved for marine use and stored at opposite ends of the vessel.
- b. No fewer than two operable automatic smoke alarms.

### **§ 3-13 Utilities**

- a. Vessels docked at the marina and boat basin may only be supplied with electricity through the metered electrical hook up at its assigned slip. All electrical or utility connections must be free of defects. No person shall tamper or interfere with an electric meter. A permittee must pay all metered charges for electricity. Electrical lines shall not be rigged or positioned so as to obstruct walkways or docks.
- b. Electricity shall not be used for heating a vessel. The dockmaster may issue orders limiting or restricting the installation and use of appliances which he or she determines require quantities of electricity that may disrupt electrical service at the marina or boat basin.
- c. At those times when the Department does not supply fresh water to vessels docked at the marina or boat basin, permittees may fill on-board tanks from a water line at the head of the dock. Hoses shall not be rigged or positioned so as to obstruct walkways and docks, or to cause leakage or ice accumulation.

### **§ 3-14 Maintenance and Use of Docks**

- a. Except as hereinafter provided, personal property shall not be stored on piers, docks or walkways. Personal property may be stored by a permittee in a dock box no larger than 30 cubic feet and no higher than 30 inches located on a fixed pier. At the marina, personal property may also be stored in dock boxes on floating docks if permission is granted by the

dockmaster. The name of the permittee shall be clearly posted on the dock box. The dock box shall be positioned so as not to obstruct the walkway or impede access to the vessel. The location of the dock box shall be subject to the approval of the dockmaster. No dock boxes shall be permitted on floating piers at the boat basin.

- b. Personal property left unattended on a pier in violation of this provision, including noncomplying dock boxes, shall be subject to removal by the dockmaster. The dockmaster shall give notice to the owner of the property prior to such removal if the identity of and an address for such person are reasonably ascertainable or to the permittee of the vessel docked in the slip adjacent to the place from which the property was removed. The cost of the removal and storage of such property shall be charged to the owner or permittee and shall be payable prior to release of the property. Any personal property which is unclaimed after thirty days shall be deemed to be abandoned and shall be turned over to the police property clerk for disposal pursuant to law.
- c. It shall be unlawful to construct, reconstruct, alter, add to, extend or physically alter in any manner any slip, dock or pilings without the prior written approval of the dockmaster. Permittees may utilize boarding steps approved by the dockmaster.
- d. A permittee shall keep the dock adjacent to his or her vessel, including the finger pier, free of refuse, rubbish and litter at all times.

### **§ 3-15 Sunken, Abandoned or Delinquent Vessels, Dinghies and Trailers; Trailer Storage**

- a. The dockmaster may require that any vessel or dinghy which sinks be removed from the facility until appropriate repairs are made. A sunken vessel or dinghy shall be removed from the facility within 48 hours after oral or written notice by the dockmaster to remove the vessel or dinghy. Upon request of the permittee or owner, the dockmaster may in writing extend the time for removal of the vessel or dinghy. If the vessel or dinghy is not removed within the allowed time, the dockmaster may remove the vessel or dinghy or cause it to be removed and may recover the cost of the removal and storage or disposal of the vessel or dinghy from the permittee or owner of the vessel or dinghy. If the dockmaster determines that a sunken vessel or dinghy is discharging pollutants into the water or causing any other kind of emergency, the Department may take action to stop the cause of pollution and may remove or cause the vessel or dinghy to be removed, without prior notice to the permittee or owner of the vessel, and recover all costs associated with removal and storage or disposal of the vessel or dinghy from the permittee or owner of the vessel or dinghy.
- b. In the event that the permittee or vessel owner fails to pay for a permit or the repair and service of such vessel and equipment, the Department may detain the vessel until such sum is paid. In the event that such outstanding sum is not paid in full within 90 days, the Department may secure such vessel with chains and/or locks, or cause such vessel and equipment to be moved to a non-active slip or pier, be disposed of as abandoned property, or be sold at auction. The permittee will be responsible for all costs related to storage of the vessel, disposal, and all outstanding obligations.
- c. The marina will assess a fee for vessels or dinghies that remain in the marina boat yard for a duration longer than the published winter season or after work on such vessel or dinghy has been completed. This fee shall be determined by the daily transient dockage rate in effect at the marina at the time of yard storage.
- d. Vessel or dinghy trailers may be used for delivery and removal of owner's vessel or dinghy from the marina and/or storage of the vessel at the marina during the winter season only. All trailers brought to the marina must be identified by the owner to marina office staff. Empty trailers may not be stored at the marina and must be removed within 24 hours of launch of vessel. The yard manager will coordinate with owners of vessels or dinghies that are to be hauled out and placed on trailer. Any empty trailer remaining at the marina for more than 24 hours will be disposed of as abandoned property, salvaged as scrap metal, or sold at auction.

The permittee will be responsible for all costs related to the removal, disposal and/or sale of the trailer.

- e. The Department may designate a limited number of storage spaces for trailers belonging to marina permittees. Such storage shall be offered via waitlist, first to customers receiving winter land storage and then to customers receiving winter water storage. The marina accepts no responsibility for the security or condition of trailers stored on marina property. Permittees must secure their own trailers with a lock. Trailers must have valid Department of Motor Vehicles registration and must be clearly labeled with vessel registration number printed on the trailer to be considered for storage. The Department reserves the right to cancel this arrangement for operational or safety needs at any time.

### **§ 3-16 Dinghies, Kayaks and Canoes**

- a.
  1. Any dinghy over 14 feet in length must be stored on the vessel with a valid permit from the Department. Any dinghy over 14 feet in length and stored in water will be considered a separate vessel and require an independent transient permit. Any dinghy 14 feet or less must be stored on the vessel or in a designated dinghy area as determined by the Department. Only one dinghy shall be permitted per vessel.
  2. All dinghies stored in the water or at dinghy docks must be identified with the registration number of corresponding vessel.
  3. Kayaks and canoes may either be stored on the vessel with a valid permit from the Department, or in the areas specifically designed by the Department for such storage.
- b. Boat Launches: A Department permit is required to launch a vessel operated by a motor at a Department managed boat launch. The Department will set and post specific rules at each agency managed boat launch. Failure to comply with posted rules will result in loss of access to the launch.
- c. Boating or use of a personal watercraft adjacent to any authorized bathing beach is prohibited. Use of personal watercraft is prohibited upon any waters under the jurisdiction of the Department, unless the Commissioner specifically authorizes use of personal watercraft in such area.

### **§ 3-17 Parking of Motor Vehicles**

- a. No person shall park at the garage at the boat basin or the marina parking lot without a parking permit issued by the Department. The Department shall seek to accommodate year-round and seasonal permittees first in providing parking at the facilities. At the boat basin, spaces will be assigned first to permittees seeking year-round parking, followed by those seeking seasonal parking, then by permittees who hold kayak permits. Non-permittees shall be eligible for parking spaces on a month to month basis, subject to availability. If there are more permittees than available spaces, the Department shall maintain a waiting list of the permittees eligible for parking permits, which shall be available upon request. Parking permits are issued to the person named on the permits and are valid only for the registered vehicle or vehicles identified on the permit. Parking permits are not transferable. Any assignment or attempted assignment of a garage parking permit shall result in the cancellation of such permit.
- b. No person shall remain overnight in the garage or parking lot or in a vehicle parked in the garage or parking lot. The Department may remove or cause to be removed any vehicle which is parked in the garage or parking lot without a current parking permit or without payment of all required fees. The cost of towing and storage of the vehicle shall be charged

to the permittee or owner of the vehicle and shall be payable prior to release of the vehicle. Any vehicle which is unclaimed after thirty days shall be deemed to be an abandoned vehicle and shall be disposed of pursuant to the procedures set in §1224 of the Vehicle and Traffic Law.

### **§ 3-18 Pets**

- a. It is a violation of these rules to keep an animal as a pet at the facility where the keeping of such animal is prohibited by the City Health Code or any other City, State or federal law or rule.
- b. The owner or other person in charge or control of a pet shall expeditiously remove, clean or clear all feces or vomit deposited by the pet from the walkways and docks.
- c. The dockmaster may order the removal of a pet from the facility where the owner or other person in charge or control of the pet has failed or refused to prevent the pet from harassing or harming other persons or has failed or refused repeatedly to remove, clear or clean feces or vomit deposited by the pet on the walkways or docks.
- d. All dogs, cats and other pets must be kept on a leash, or in appropriate carrying cases or cages, when not confined aboard a vessel.

### **§ 3-19 Orders**

In addition to the orders specifically referred to in these rules, the Department may issue any other orders which may be necessary or appropriate to enforce compliance with these rules or the rules set forth in chapters 1 and 2 of this title or to safeguard persons or property at the facility. It shall be a violation of these rules to fail or refuse to comply with such orders.

### **§ 3-20 Unlawful Use of Slip or Vessel**

No person shall permit or cause any slip or vessel or any portion thereof to be used or occupied for an illegal purpose.

### **§ 3-21 Liability**

- a. Permittee agrees to maintain current vessel insurance, including hull and liability insurance, collision and fire, and extended coverage insurance. Insurance policies must name the City of New York as an additional insured. Each insurer shall waive subrogation. Each permittee will be held responsible for damage he or she causes to other boats in the marina, piers or boat basin or to the structure of facilities thereof. The Department assumes no responsibility for permittee's boat or equipment.
- b. Permittee acknowledges that the Department makes no representation regarding the adequacy of water levels for egress and ingress. The Department is not responsible for damages resulting directly or indirectly from low water levels.
- c. The Department assumes no responsibility for the safety of any vessel at the marina, piers or boat basin and shall not be responsible for loss or damage or injury to persons or property due to wind, waves, theft, collision, chafing, vandalism, fire, low water levels, or any other cause except for the negligence of Department employees acting in the performance of their duties. The Department shall not be liable for any damage to the vessel occurring before, during, or after a severe storm, hurricane, or other emergency, for services performed, or for

the failure to provide services. Permittee shall pay for all services performed, and for all goods or materials used in all work performed, in a reasonable effort to protect and safeguard the vessel, regardless of the success of such efforts.

- d. Permittee waives all claims against the City, its agents and employees for any damage to a vessel and its contents arising out of the removal, relocation, storage and/or disposal of a vessel by the Department pursuant to sections 3-06(o), 3-09(c) and 3-15, except for gross negligence or willful misconduct by the Department. In accordance with such rules, permittee shall be responsible for all costs incurred by the Department associated with such removal, relocating, storage and/or disposal.
- e. Department permits are for dockage or moorage only, and no injury, loss or damage to the permittee's vessel, or to the permittee, members of his or her family, guests, employees or agents is assumed by the Department, nor will the Department be held liable for any loss or damage caused by weather, acts of god, or other incidents beyond the control of the Department.
- f. Unless the marina or boat basin receives a specific written work order to do so and suitable charge is applied and paid for, the Department does not guarantee inspection of vessel(s) or equipment during any storage period and is not responsible for any damage an inspection may have prevented.
- g. The Department and its staff assumes no responsibility for delays in hauling, repairing, cleaning or launching of vessels at the marina.

#### **§ 3-22 Commercial Permits**

Commercial permits may be issued at the boat basin and marina to operators of commercial vessels upon terms to be determined by the Department. The dockmaster is authorized to exempt holders of these commercial permits from certain rules set forth in this chapter 3.

Vessels docked under non-commercial permits may not engage in commercial activity without the express written approval of the Department. This approval must be attained on an annual basis. Complete commercial plans must be provided to the Department and no advertising may take place at the marina or boat basin. The Department may refuse such permission or terminate any authorization previously granted if it determines that such use may interfere with the public use or the operation of the facility or will not be in the best interest of the City. Approval will not be granted unless the permittee presents a valid United States Coast Guard Captain's license and evidence of insurance coverage for liability and property damage, which must be deemed sufficient by the dockmaster. Commercial trips must involve 6 passengers or less and must pay the commercial pickup fee (6 passengers or less) for each trip in addition to regular dockage. Any vessel planning commercial trips involving more than 6 passengers must apply for a commercial permit and may not operate under a non-commercial permit. Operators must comply with all other Department rules and other applicable rules and regulations for such vessels.

The Sheepshead Bay Piers are managed for recreational charter boat and related purposes. Only commercial vessels involved in creative charter boating, entertainment cruising, recreational fishing, or related recreational services will be offered dockage permits.

#### **§ 3-23 Fees**

Permit fees are strictly in accordance with published schedules. Permit fees at the World's Fair Marina and 79th Street Boat Basin shall be paid in advance to cover the full boating season. Yearly dockage at the Sheepshead Bay Piers shall be billed in 12 monthly installments with dockage paid in advance of each month. All services must be paid in advance except for electric and emergency repairs. No refunds shall be made in any instance.

Charges for all services, which will be sent in writing to the address of the owner on file, shall be paid within 15 days of receipt of billing or a 2% late fee will be assessed each month. If the permittee fails to pay for the rental of space or the repair and service of their boat and equipment, the agency may detain the boat until such sum is paid. If the outstanding sum, is not paid in full within 90 days, the Department may move the boat and equipment to a non-active slip or pier, disposed of it as abandoned property, or sell it at auction. The permittee will be responsible for all costs related to storage of the boat, disposal, and all outstanding charges.

No cash will be accepted for transactions. All boat basin transactions must take place in the marina office. All marina transactions must take place in the marina office, with the exception of event dockage. No financial transaction may take place aboard a private boat.

Depending on available space, summer seasonal customers at the marina and boat basin may be allowed to arrive prior to May 1 and/or depart after October 31. In such instances, a half-month pro-rate, based on the associated six-month summer permit, will be applied from April 15 to April 30 and/or from November 1 to November 15. Any seasonal permittee arriving prior to April 15 and/or departing after November 15 will be billed the daily transient rate for the period of time at the marina or boat basin prior to April 15 and/or after November 15. Extensions are solely at the discretion of the dockmaster, marina manager or marina administrator.

Depending on available space, winter seasonal customers at the marina may be allowed to arrive prior to November 1 and/or depart after April 30. In such instances, a half-month pro-rate, based on the associated six-month winter permit, will be applied from October 15 to October 31 and/or from May 1 to May 15. Any winter permittees arriving prior to October 15 and/or departing after May 15 will be billed the daily transient rate for the period of time at the marina prior to October 15 and/or after May 15. Extensions are solely at the discretion of the dockmaster, marina manager or marina administrator.

Pro-rated monthly dockage, moorage or storage services of three months or more may be authorized by the dockmaster, marina manager or marina administrator. All requests for pro-rated services are subject to Department approval. Prorated rates will not be applied for any services with a waiting list.

The Department may, at its sole discretion, retain a vessel from being removed or released from the marina, piers or boat basin where there is an outstanding fee or fees owed to the Department associated with vessel storage, labor, and/or other services. Such notice of non-release will be provided in writing to the permittee.

In addition to any penalties provided for in the chapter, violations of these rules shall be punishable as provided in §1-07 of chapter one of this title.

**a. West 79th Street Boat Basin(May 2012 and subsequent years)**

<b>Seasonal Dockage</b> (Sizable waiting list, as of 2012)	<b>Summer</b> (May 1 to October 31)	\$120/linear foot or \$3,000, whichever shall be greater
	<b>Winter</b> (November 1 to April 30) - Current Winter permittees only	\$105/ linear foot or \$2,625, whichever shall be greater

<b>Transient Dockage</b> (Non-commercial boats only)		\$3.50/linear foot per day for up to 14 days \$42.00/linear foot for stays of 15 to 29 days \$75.00/linear foot for stays over 29 days
<b>Passenger Pickup/Drop off</b> (Non-commercial boats only)	40 feet or less 41 feet or more	\$25 \$40
<b>Dinghy Landing Only</b> Non-permit holders, non-transient dockage	14 feet or less	\$26/day
<b>Dock &amp; Dine</b> (4 hour maximum)		\$1.25/linear foot
<b>Commercial Landing Fee</b>	30 minutes for loading and 30 minutes for unloading maximum	\$4/linear foot
<b>Commercial Pickup</b> (Non-commercial boats only)	6 passengers or less	\$32/trip
<b>Mooring</b> (Mooring available, as of 2012)	Daily Weekly Entire Season (May 1 to Oct 31)	\$30 \$180 \$1550
<b>Electricity</b>	For permit holders only	Billed monthly based on rate paid by Department
<b>Transient Electricity</b>	30 amp 50 amp 100 amp	\$10/day \$20/day \$35/day
<b>Labor Rate</b>		\$75/hour

<b>Sanitation Waste System Pump Out</b>	Commercial vessels only	\$80 plus labor
<b>Water Pump Out</b>	Per pump provided	\$65 plus labor
<b>Towing Outside Marina</b>	Non commercial boats only	\$150/hour
<b>Kayak/Canoe Storage (Storage available, as of 2012)</b>	Yearly, per vessel (May 1 to April 30)	\$350
<b>Team Canoe Storage (Storage available, as of 2012)</b>	Summer only, competition canoes, per vessel	\$750
<b>Dinghy / Motor Storage (November 1 to April 30 only)</b>	No auxiliary fuel tanks allowed	\$175/winter
<b>Key Deposit or Replacement</b>		\$10
<b>Slip Dockage Waiting List</b>	Application	\$75
<b>Parking Pass</b>	Daily	\$10
<b>Parking (Waitlist for parking, as of 2012)</b>	Rotunda parking garage; permit holders only	\$275/month

**b. World's Fair Marina (May 2012 and thereafter)**

<b>Summer Dockage (Limited dockage available, as of 2012)</b>	20 feet or less	\$1,325
	21 to 26 feet	\$70/linear foot
	27 to 35 feet	\$73/linear foot
	36 to 45 feet	\$78/linear foot
	46 to 65 feet	\$95/linear foot
	66 feet or greater	\$118/linear foot

<b>Commercial Charter Boat</b> (Limited dockage available, as of May 2008)	May 1 to October 31	\$135/linear foot
	November 1 to April 30	\$52/linear foot
<b>Winter Storage</b> Water storage available	Water	\$35/linear foot or \$700, whichever shall be greater
	Land (Waitlist as of 2012)	\$50/linear foot or \$1,000, whichever shall be greater
<b>Transient Dockage</b>	Non-commercial boats only	\$2/linear foot/day (24 hours)
	Sporting events/concerts in the park (event duration only)/dock & dine	\$1/linear foot
	Commercial vessels (does not include passenger loading/unloading fee)	\$2.50/linear foot/day (24 hours)
<b>Passenger Pickup/Drop off</b> (Non-commercial boats only)	40 feet or less	\$25
	41 feet or more	\$40
<b>Dinghy Landing Only</b> Non-permit holders, non-transient dockage	14 feet or less	\$26/day
<b>Dock &amp; Dine</b> (4 hour maximum)		\$1.25/linear foot
<b>Commercial Landing Fee</b>	30 minutes for loading and 30 minutes for unloading maximum	\$4/linear foot
<b>Commercial Pickup</b> (Non-commercial boats only)	6 passengers or less	\$32/trip
<b>Mooring</b> (Mooring available, as of 2012)	Daily	\$30
	Weekly	\$180

	Entire Season (May 1 to Oct 31)	\$1550
<b>Electricity</b>	For permit holders only	Billed monthly based on rate paid by Department
<b>Transient Electricity</b>	30 amp	\$10/day
	50 amp	\$20/day
	100 amp	\$35/day
<b>Labor Rate</b>		\$75/hour
<b>Sanitation Waste System Pump Out</b>	Commercial vessels only	\$80 plus labor
<b>Water Pump Out</b>	Per pump provided	\$65 plus labor
<b>Towing Outside Marina</b>	Non commercial boats only	\$150/hour
<b>Kayak/Canoe Storage (Storage available, as of 2012)</b>	Yearly, per vessel (May 1 to April 30)	\$350
<b>Team Canoe Storage (Storage available, as of 2012)</b>	Summer only, competition canoes, per vessel	\$750
<b>Dinghy / Motor Storage (November 1 to April 30 only)</b>	No auxiliary fuel tanks allowed	\$175/winter
<b>Key Deposit or Replacement</b>		\$10
<b>Slip Dockage Waiting List</b>	Application	\$75
<b>Parking Pass</b>	Daily	\$10
<b>Parking (Waitlist for parking, as of 2012)</b>	Rotunda parking garage; permit holders only	\$275/month

**b. World's Fair Marina (May 2012 and thereafter)**

<b>Summer Dockage</b> (Limited dockage available, as of 2012)	20 feet or less	\$1,325
	21 to 26 feet	\$70/linear foot
	27 to 35 feet	\$73/linear foot
	36 to 45 feet	\$78/linear foot
	46 to 65 feet	\$95/linear foot
	66 feet or greater	\$118/linear foot
<b>Commercial Charter Boat</b> (Limited dockage available, as of May 2008)	May 1 to October 31	\$135/linear foot
	November 1 to April 30	\$52/linear foot
<b>Winter Storage</b> Water storage available	Water	\$35/linear foot or \$700, whichever shall be greater
	Land (Waitlist as of 2012)	\$50/linear foot or \$1,000, whichever shall be greater
<b>Transient Dockage</b>	Non-commercial boats only	\$2/linear foot/day (24 hours)
	Sporting events/concerts in the park (event duration only)/dock & dine	\$1/linear foot
	Commercial vessels (does not include passenger loading/unloading fee)	\$2.50/linear foot/day (24 hours)
<b>Passenger Pickup / Drop off</b> (Non-commercial boats only)	40 feet or less	\$20
	41 feet or more	\$30
<b>Dinghy Landing Only</b> (Non-permit holders, non-transient dockage)	14 feet or less	\$22/day

<b>Commercial Landing Fee</b>	30 minutes maximum for loading and 30 minutes for unloading	\$3/linear foot
<b>Commercial Pickup (Non-commercial boats only)</b>	6 passengers or less	\$28/trip
<b>Electricity</b>	For permit holders only	Billed monthly based on rate paid by Department
<b>Transient Electricity</b>	30 amp	\$7/day
	50 amp	\$12/day
	100 amp	\$40/day
<b>Team Canoe Storage (Storage available, as of 2012)</b>	Summer	\$500/boat
	Winter	\$250/boat
<b>Hydrohoist Wet Storage (No vessel)</b>	Winter	\$500
<b>Vessel or Dinghy Trailer Storage (Limited space via waitlist, winter permittees only)</b>	Summer	\$400
<b>Key Deposit or Replacement</b>		\$10

#### **World's Fair Labor Rates**

A fifty percent deposit must be pre-paid for any work order estimated by the dockmaster or yard manager to be greater than \$400. In addition, the following fees must be paid in full in advance of services being rendered: Haul Out, Launch, Move One Way, Block, Load on Trailer, Pressure Wash Bottom, Step or Unstep Mast.

<b>Labor Rate</b>		\$75/hour
<b>Parts</b> (Parts sold over-the-counter in the marina must be paid for in full prior to receipt)	Boat repair, maintenance	Sold at Manufacturer Suggested Retail Price (MSRP)

<b>Sanitation System Pump Out</b>	Commercial vessels only	\$80 plus labor
<b>Water Pump Out</b>	Per pump provided	\$45 plus labor
<b>Crane Service</b>		\$100/hour
<b>Travel Lift</b>		\$100/hour
<b>Forklift</b>		\$90/hour
<b>Haul Out</b>		\$2.50/linear foot
<b>Launch</b>	Using travel lift	\$2.50/linear foot
<b>Move One Away</b>		\$2.50/linear foot
<b>Block</b>		\$2.50/linear foot
<b>Load On Trailer</b>	Using travel lift	\$2.50/linear foot
<b>Pressure Wash Bottom</b>		\$2.50/linear foot
<b>Step or Unstep Mast</b>		\$5/linear foot
<b>Towing Inside Marina</b>		\$75.00/hour
<b>Towing Outside Marina</b>		\$150.00/hour
<b>Bottom Painting</b>	30 feet or less	\$13.75/linear foot
	31 feet or more	\$14.75/linear foot

**c. Sheepshead Bay Piers\* (May 2012 and subsequent years)**

<b>Yearly Dockage</b>	\$125.00/linear foot
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<b>Transient Dockage</b>	Non-commercial boats only Up to 24 hours	\$2/ linear foot/per day
<b>Commercial Vessels</b>	Loading and Unloading	\$3/foot/30 minutes loading and unloading maximum
		\$3/foot/hour beyond 30 minutes loading/unloading
<b>Dock &amp; Dine</b>	Non-commercial vessels only, Up to 4 hours	\$1/linear foot

## Mooring Fields Under the Jurisdiction of the Department

### § 4-01 Application

These rules apply to the permissible use of mooring fields in Sheepshead Bay, Great Kills Harbor and adjacent to the West 79th Street Boat Basin that are under jurisdiction of the Department. These rules supplement the general rules which govern the use of City park land set forth in chapters one and two of this title. To the extent that they are not inconsistent herewith, the rules set forth in chapters one, two and three of this title apply to the use of the mooring fields.

### § 4-02 Definitions

#### Boat Basin

"Boat Basin" means the West 79th Street Boat Basin located in Riverside Park on the east bank of the Hudson River at West 79th Street in Manhattan.

#### Chief Dockmaster

"Chief Dockmaster" means the person appointed by the Commissioner that is responsible for the overall administration of marina division facilities and enforcement of Department policies and rules under the direction of the marina manager.

#### Commercial Permit

"Commercial Permit" means a permit to store, dock or launch a vessel used for commercial operations.

#### Commissioner

"Commissioner" means the Commissioner of the Department of Parks and Recreation or the chief executive officer of any successor agency.

#### Department

"Department" means the Department of Parks and Recreation of the City of New York or all successor agencies.

#### Dinghy

"Dinghy" means a vessel with a total length of fourteen feet or less.

#### Dockmaster

"Dockmaster" means the person who administers, manages or maintains the marina, piers and boat basin at the direction of the supervisory or chief dockmaster.

#### Emergency

"Emergency" means any situation which the Department determines threatens imminent personal injury or property damage.

#### Marina

**"Marina"** means the World's Fair Marina in Flushing Bay, located in Flushing Meadows Corona Park, Queens.

**Marine Division**

**"Marina Division"** refers to the Department of Parks and Recreation division responsible for managing, operating and maintaining recreational and commercial vessels usage at, but not limited, to division facilities and mooring fields.

**Marina Manager or Marina Administrator**

**"Marina Manager"** or **"Marina Administrator"** means the manager or administrator of the Department of Parks & Recreation Marina Division. The person appointed by the Commissioner that is responsible for the overall administration of marina division facilities and enforcement of Department policies and rules.

**Mooring fields**

**"Mooring fields"** means the areas that are designated by the United States Coast Guard as Special Anchorage Areas and are under the jurisdiction of the Department in Sheepshead Bay and Great Kills Harbor and the mooring fields adjacent to the 79th Street Boat Basin.

**Permit**

**"Permit"** means a permit to moor a vessel at a designated position in a mooring field.

**Permittee**

**"Permittee"** means the person whose name appears on a permit.

**Piers**

**"Piers"** means the piers located on the northern side of Sheepshead Bay, adjacent to Emmons Avenue in Brooklyn.

**Supervisory Dockmaster**

**"Supervisory Dockmaster"** means the person responsible for the administration of marina division facilities and enforcement of Department policies and rules under the direction of the chief dockmaster.

**Vessel**

**"Vessel"** means a floating craft of any kind including but not limited to a boat, sailboat, motor boat, dinghy, canoe and kayak.

**Waiting list**

**"Waiting list"** means a list of persons interested in obtaining permits, which shall be maintained by the Department.

#### **§ 4-03 Inspections**

All vessels moored in the mooring field may be boarded by authorized officers of the Department or of other City, State and federal agencies if necessary to respond to an emergency, or as otherwise permitted by applicable law. It shall be a violation of these rules for a permittee to refuse to allow, prevent or interfere with such boarding.

#### **§ 4-04 Permits**

- a. No person shall place a mooring or moor a vessel in a mooring field without a permit from the Department.
- b. A permit shall authorize the use of a mooring that meets the requirements of subdivision (a) of section 4-07 of this chapter, the location of a mooring at a particular position in the mooring field, and the mooring of a particular vessel identified by size, type, registration number and mooring designation.
- c. A permit shall be issued to the permittee named thereon and is not transferrable.
- d. A permit shall not be issued for a vessel which is likely to cause injury to people or damage to property as determined by the Department or for a vessel which exceeds 65 feet in length. In any case, the vessel length shall be appropriate for the size of the associated mooring circle.

- e. A permit will not be issued to an applicant who has any outstanding fees, charges, fines or civil penalties due the Department.
- f. The applicant for a permit must be the owner or lessee of the vessel. A permit shall not be issued unless the applicant presents evidence that the vessel is (1) registered with the New York State Department of Motor Vehicles, or (2) registered with the appropriate agency of another state or (3) documented by the U.S. Coast Guard, or (4) the applicant has established vessel ownership. If the applicant is not the registered or documented owner of the vessel, the applicant must present evidence that he or she is the lessee of the vessel. If a permittee intends to replace a vessel, he or she must notify the Department in advance so the Department can determine whether the existing location and mooring are acceptable for the new vessel. The new vessel may not be moored until the Department grants a new permit. The Department shall reject a replacement vessel that is not registered with the Department of Motor Vehicles or registered with the appropriate agency of another state or documented by the U.S. Coast Guard, or where the applicant has not established vessel ownership. In cases in which the vessel is not fitted with an engine and is not required by the New York State Department of Motor Vehicles to be registered, the boat owner shall provide a bill of sale as proof of legitimate ownership or evidence of a lease.
- g. An applicant who owns or leases more than one vessel may apply for more than one permit; applications for additional permits will be placed on the Department's waiting list until the Department determines that the number of vacant mooring positions exceeds the number of applications.
- h. Notwithstanding the provisions of subdivisions (f) and (g) of this section, the Department may reserve a limited number of permits for moorings and issue them to (i) persons for use in connection with special events or other activities that promote the enjoyment by the public of the water for educational, recreational, or entertainment purposes, or (ii) yacht clubs and marinas having water frontage in Sheepshead Bay or Great Kills Harbor for the accommodations of guest vessels of such yacht clubs and marinas, or (iii) other government entities as may be in the interest of the Department. No vessel shall be moored at such moorings for the accommodation of guest vessels of such yacht clubs or marinas for more than 15 consecutive days. Any such person, yacht club, marina, or other government entity that is issued a permit pursuant to this subdivision shall be subject to the provisions of this chapter to the same extent and in the same manner as the owner or lessee of a vessel who is issued a permit pursuant to this chapter.
- i. The term of a permit issued for the Sheepshead Bay or Great Kills Harbor mooring fields is for one year commencing May 1. The term of a permit issued for the West 79th Street Boat Basin mooring fields is for six months commencing May 1. The Department may also issue transient permits for a term to be determined by the Department on a case-by-case basis.
- j. Permittees must submit a written application for the renewal of permits issued for a term of one year no earlier than 90 days and no later than 30 days prior to the expiration of an existing permit. If a permittee does not use the mooring for at least four of the months of May through October, he or she will not be given priority for a renewal unless written notification of extended absence is given to the Department prior to July 1. All outstanding fees, charges, fines, and civil penalties due the Department must be paid before a renewal application will be considered.
- k. The chief dockmaster may revoke, terminate, or refuse to renew any permit issued pursuant to this chapter (1) where the applicant for renewal or permittee has been found liable in a proceeding before the Environmental Control Board or in a court of violating any provisions of these rules or the rules set forth in chapters one and two and, in the case of vessels moored adjacent to the boat basin and piers, chapter three of this title, (2) where the applicant for renewal or permittee has failed to pay any fees, charges, fines or civil penalties within ten days of receipt of written notice from the Department or (3) as provided in subdivision 1 of this section, in accordance with the needs or requirements of the Department or the interests of the City as determined by the Commissioner. The Department shall send by certified mail notice of the intention to revoke, terminate, or refuse to renew a permit and the reasons therefor. In the event that a mailing address is unknown or mail is returned undelivered, such notice may, in lieu of mailing, be posted in a conspicuous place on the vessel. A permittee or applicant for renewal may file written objections with the Commissioner within 15 days from the date of such mailing or posting, whichever is later. After considering any objections raised by the applicant or permittee, the Commissioner shall make a final determination whether to affirm or reverse the chief dockmaster's determination to revoke, terminate or refuse to renew the permit and

shall provide notice of such determination to the permittee or applicant in the manner provided herein.

- I. Nothing in this chapter shall be construed to create a property right in any permit. All permits issued by the Department are by their nature terminable at will by the Commissioner in accordance with the needs or requirements of the Department or in the interests of the City as determined by the Commissioner.
- m. The Department may impose reasonable conditions on the issuance of a permit to protect public safety and to safeguard the interests of the City, including but not limited to a requirement that the permittee or applicant have his or her mooring inspected or obtain appropriate insurance and submit satisfactory evidence of having complied with such conditions.
- n. Where a permit is revoked, terminated or not renewed, the vessel and all parts of the mooring, including anchors, chains and buoys, must be removed from the mooring field within 30 days after notice by the Department to remove the same is sent by certified mail to the applicant or permittee. In the event that a mailing address is unknown or mail is returned undelivered, such notice may, in lieu of such mailing or hand delivery, be posted in a conspicuous place on the vessel. Where the vessel and mooring are not removed within 30 days after the mailing or posting of such notice, whichever is later, the Department may remove the vessel and mooring or cause the same to be removed from the mooring field. The permittee or owner shall be liable for the costs of removal and storage of the vessel and mooring, payable prior to release of the same. Any vessel or mooring removed from the mooring field that is not claimed within 30 days may be deemed to be abandoned and shall be treated in accordance with applicable law.
- o. Every applicant and permittee must provide the Department with a day and evening telephone number as well as an e-mail and/or mailing address in writing at which he or she may receive notice required by these rules or other applicable law. Any changes in telephone number, e-mail, or mailing address must be reported in writing to the Department within 10 days.

#### **§ 4-05 Waiting List**

The Department shall maintain a waiting list for the issuance of permits, which shall be available upon request from the Department.

#### **§ 4-06 Conduct and Clean Boating**

- a. No person at any mooring field shall urinate or defecate into the water. No person shall use a toilet that discharges into the water without marine sanitation devices approved by the New York State Department of Environmental Conservation.
- b. Composting toilet systems are not permitted.
- c. All vessels with waste holding tanks must discharge waste through the pump out station or by other methods approved by the New York State Department of Environmental Conservation.
- d. No person shall discharge into the water or on the docks and walkways any oil, spirits, drift, debris, inflammable liquids, rubbish or refuse.
- e. No person shall bring or park a motor vehicle on the promenade or docks without the prior written approval of the dockmaster.
- f. No person shall make or cause or allow to be made unreasonable noise in the mooring field so as to cause public inconvenience, annoyance or harm. Unreasonable noise means any excessive or unusually loud sound that disturbs the peace, comfort or repose of a reasonable person of normal sensitivity or injures or endangers the health or safety of a reasonable person of normal sensitivity. The Department may restrict the outdoor use of radios, record players, compact disc players, television receivers, tape recorders, digital music players and other sound reproduction devices after 11 p.m. Sunday through Thursday and after 12 p.m. on Friday and Saturday.
- g. No person shall make an open fire on any vessel while alongside any dock or within the confines of the mooring fields.
- h. Garbage shall be placed in plastic bags and deposited in designated receptacles.

- i. No person shall store or use any machinery or equipment for welding or burning where such storage or use is prohibited by the fire code or other law or rule.
- j. No person shall ride or store a bicycle or other vehicle on the walkways and docks.
- k. Any person who engages in disorderly behavior as defined in section 1-04(i), paragraphs (6), (7) and (9) of chapter 1 of this title may, in addition to any other applicable penalties, be expelled immediately from the marina facility.
- l. No person shall run or skate on the dock.
- m. No person shall swim, dive, or fish from vessels, docks, or finger piers, except in areas specifically designed for such purposes.
- n. No person shall leave any entrance gate to the marina or boat basin open or unlocked.
- o. No person shall admit someone unfamiliar to themselves into the marina or boat basin. Any unfamiliar person is to be directed to the marina or boat basin office.
- p. No person shall advertise from a vessel while docked or moored at a Department facility.
- q. The New York waters of the Hudson River are an Environmental Protection Agency (EPA) designated "No Discharge Area" (NDA). No person shall discharge any boat sewage from a holding tank or portable toilet or use a direct discharge toilet anywhere in the river, from the Battery to Troy Dam. All sewage must be emptied at a pumpout station.
- r. On water bodies that are not designated NDA, boaters must discharge treated sewage from a Type I or Type II United States Coast Guard certified Marine Sanitation Device (MSD) unless at least three nautical miles or more from shore.
- s. No person shall transport cans of fuel on marina, piers, or boat basin docks or piers unless authorized by the dockmaster in the dockmaster's reasonable discretion. Vessels must fuel at gas docks.
- t. As per New York State Department of Environmental Conservation regulations, vessel owners must receive pre-approval from the dockmaster before applying anti-fouling paint to their vessel. Paint scrapping must be disposed of in designated areas. Containment systems must be used and boat maintenance may not be performed near water or sewer drains.
- u. Hoses and water lines must be turned to the closed position upon completion of use. Water lines must never be left running unattended or for extended periods of time.
- v. No person may offer or provide any form of tip, money, gift or any other gratuity to any City employee at any facility. No person may procure any services from Department staff except as specifically allowed under these rules. Violations of this provision will result in termination of any permit and will bar the violator from any Department facility for a minimum of 24 months. Objections to termination of a permit or denial of permit eligibility shall be available under subdivision n of §3-06 of chapter 3 of this title.

#### **§4-07 Mooring of vessels**

- a. All vessels moored at the boat basin shall be secured to the mooring provided by not less than two mooring bridles. The boat basin provides mooring lines at the beginning of the summer season. The permittee is expected to maintain or replace lines as needed throughout the season. All vessels at the Sheepshead Bay or Great Kills Harbor mooring fields shall be secured by moorings meeting the following requirements:
  - 1. The anchor, chain and pendant of all moorings shall meet the following requirements:
    - A. the anchor scope shall be at least three times the distance from the land under the water of the harbor to mean high water;
    - B. the pendant safe working load shall be at least four times the anchor weight;
    - C. the anchor type shall be either mushroom or navy;
    - D.
    - i. if the vessel length is 15 feet or less, each anchor shall weigh at least 100 pounds and be connected to a buoy by a metal chain no less than 5/16 inches in diameter, and the pendant shall be at least 4 feet in length;

- ii. the vessel length is greater than 15 feet but not greater than 21 feet, each anchor shall weigh at least 150 pounds and be connected to a buoy by a metal chain no less than 3/8 inches in diameter, and the pendant shall be at least 8 feet in length;
- iii. if the vessel length is greater than 21 feet but not greater than 26 feet, each anchor shall weigh at least 200 pounds and be connected to a buoy by a metal chain no less than 3/8 inches in diameter, and the pendant shall be at least 10 feet in length;
- iv. if the vessel length is greater than 26 feet but less than or equal to 65 feet, each anchor shall weigh no less than 10 pounds per foot of vessel length and be connected to a buoy by a metal chain no less than 1/2 inch in diameter for each anchor weighing no more than 400 pounds, or not less than 5/8 inches in diameter for each anchor weighing more than 400 pounds, and the pendant shall be at least 10 feet in length.

2. Moorings in the special anchorage area in Sheepshead Bay shall be secured by two anchors. Moorings in all other mooring fields shall be secured by one anchor, provided, however, that the Department may require the use of two anchors in any mooring field in order to provide additional positions at which moorings may be located or to enhance the safety of existing mooring locations.
3. Mooring buoys shall be spherical, made of a hard plastic outer shell and filled with foam. Mooring buoys shall be capable of transmitting the strain exerted on the road through its center. The buoys shall be of a size that, given the weight of chain to be suspended and the strain expected to be exerted on the rode, there shall be at least 12 inches of the buoy exposed above the surface of the water.
4. Buoys shall be painted with the permit number and the mooring location in black block letters no less than three inches high.
5. Fixed mooring piles or stakes are not permitted.

b. Vessels must be moored at locations designated by the Department. The location assigned to the permittee shall be determined by the Department based on vessel size, type, water depth and safety considerations. No vessel shall be moored in such a manner as to interfere with the use of a duly authorized mooring location or regular traffic channel. Mooring locations may not be changed or exchanged without the prior written approval of the Department.

c. All vessels shall be adequately tied to their moorings and shall have sufficient lines to secure the vessel in all wind and weather conditions. The Department may affix additional lines as necessary to ensure the safety of people or property.

d. All parts of the mooring, including the buoys, anchors and chains, shall be supplied and installed by the permittee and shall remain the property of the permittee at the mooring fields at Sheepshead Bay and Great Kills Harbor.

e. Moorings shall be inspected for deterioration at least every two years and repaired or replaced if necessary. The Department may require, as a condition of renewing a permit, evidence that an inspection has been made, including a description by the person who made the inspection of the condition of the mooring and the qualifications of such person to make such inspection.

f. Vessels and moorings may be temporarily relocated in an emergency or to accommodate dredging or other work in the mooring field. When a vessel or mooring must be removed to accommodate such work, the Department will give the permittee or owner 45 days written notice to remove the vessel or mooring. If the vessel or mooring is not removed within 45 days, the Department may remove the vessel and mooring, or cause the vessel or mooring to be removed and recover all costs associated with moving and storage from the permittee or owner.

g. Vessels which are improperly secured to the wrong mooring or area may be towed to the assigned mooring by the Dockmaster or marina division staff and the appropriate Labor Rate shall be charged to the owner of such vessel.

#### **§ 4-08 Condition of Vessels**

All vessels in the mooring field and all equipment thereon must be maintained in good order and free of any hazard to persons or vessels. All vessels in the mooring field shall comply with all federal, state and local laws, rules and regulations concerning the condition of vessels and equipment.

#### **§4-09 Operation of Vessels**

No vessel within a mooring field may be navigated at a speed in excess of 5 miles per hour. Any person operating a vessel in a mooring field shall comply with all federal, state and local laws, rules and regulations concerning the safe operation of vessels, including the Inland Navigational Rules (33 U.S.C. §2000 et seq.). No vessel may pull up to or depart a mooring or transit through a mooring field using sail as the sole source of motive power.

#### **§ 4-10 Required Safety Equipment**

All vessels in the mooring fields must have on board at all times all equipment required by the Coast Guard or by any other federal, state or local law, rule or regulation.

#### **§ 4-11 Sunken, Abandoned or Delinquent Vessels and Dinghies**

- a. The dockmaster may require that any vessel or dinghy which sinks be removed from the facility until appropriate repairs are made. A sunken vessel or dinghy shall be removed from the mooring fields within 48 hours after oral or written notice by the Department to remove the vessel or dinghy. Upon request of the permittee or the owner of the vessel or dinghy, the Department may, in writing, extend the time for removal of the vessel or dinghy. If the vessel or dinghy is not removed within the allowed time, the Department may remove the vessel or dinghy or cause it to be removed and may recover the cost associated with removal and of storage or disposal of the vessel or dinghy from the permittee or owner of the vessel or dinghy. If the Department determines that a sunken vessel or dinghy is discharging pollutants into the water or causing any other kind of an emergency, the Department may take action to stop the cause of pollution and may remove or cause the vessel or dinghy to be removed, without prior notice to the permittee or owner of the vessel or dinghy, and recover all costs associated with removal and storage or disposal of the vessel or dinghy from the permittee or owner of the vessel or dinghy.
- b. In the event that the permittee or vessel owner fails to pay for a permit or the repair and service of such vessel and equipment, the Department may detain the vessel until such sum is paid. In the event that such outstanding sum is not paid in full within 90 days, the Department may secure such vessel with chains and/or locks, or cause such vessel and equipment to be moved to a non-active slip or pier, be disposed of as abandoned property, or be sold at auction. The permittee will be responsible for all costs related to storage of the vessel, disposal, and all outstanding obligations.

#### **§ 4-12 Dinghies, Kayaks and Canoes**

A permittee may store one dinghy, kayak or canoe under 14 feet in length on or alongside the permitted vessel without obtaining a separate permit for such dinghy, kayak or canoe. In all other cases, including but not limited to personal watercraft, a separate permit must be obtained for each vessel.

#### **§ 4-13 Orders**

The Department may issue any orders which may be necessary or appropriate to enforce compliance with these rules or the rules set forth in chapters one and two and, in the case of vessels moored adjacent to the marina, piers or boat basin, chapter three of this title. It shall be a violation of these rules to fail or refuse to comply with such orders.

#### **§ 4-14 Unlawful Use of Vessel**

No person shall permit or cause any vessel or any portion thereof to be used or occupied for an illegal purpose.

#### **§ 4-15 Penalties**

In addition to any penalties provided for in this chapter, violations of these rules shall be punishable as provided in §1-07 of chapter 1 of this title.

#### **§ 4-16 Commercial Mooring Permits; Fees**

- a. Commercial mooring permits may be issued at the boat basin to operators of commercial vessels upon terms to be determined by the Commissioner. The Commissioner is authorized to exempt holders of these commercial permits from the rules set forth in chapter 3 and chapter 4.
- b. Permit fees are strictly in accordance with published schedules. Permit fees at the 79th Street Boat Basin shall be paid in advance to cover the full boating season. No refunds shall be made in any instance.

Charges for all services shall be paid within 15 days of receipt of billing or a 2% late fee shall be assessed each month.

No cash will be accepted for transactions. All boat basin transactions must take place in the marina office.

Depending on available space, summer seasonal customers at the boat basin may be allowed to arrive prior to May 1 and/or depart after October 31. In such instances, a half-month pro-rated charge, based on the associated six-month summer permit, will be applied from April 15 to April 30 and/or from November 1 to November 15. Any seasonal permittee arriving prior to April 15 and/or departing after November 15 will be billed the daily transient rate for the period of time at the boat basin prior to April 15 and/or after November 15. Extensions are solely at the discretion of the dockmaster, marina manager or marina administrator.

Pro-rated charges for monthly moorage services of three months or more may be authorized by the dockmaster, marina manager or marina administrator. All requests for pro-rated charges for services are subject to Department approval. Pro-rated charges will not be applied for any services with a waiting list.

Permitted seasonal mooring customers moored to a painted transient mooring buoy without prior authorization from the dockmaster, marina manager or marina administrator will be billed at the transient mooring rate for each day they are on a transient mooring.

##### **Mooring at West 79th Street Boat Basin (May 2012 and subsequent years)**

\$30/day

\$180/week

\$1,550/season

Tree Replacement

#### **§5 Rules Governing Tree Replacement**

##### **§ 5-01 Tree Replacement**

- a. Any person who intends to remove any tree under the jurisdiction of the Department shall apply for and obtain a permit under this chapter prior to such removal.
- b. If the Department approves a removal request for a tree, issuance of a permit under this chapter shall require the applicant to pay a fee to the Department sufficient to cover the cost of replacing any tree proposed to be removed as set forth in this chapter, unless otherwise permitted by law. The applicant shall indicate in writing whether they intend to plant the required number of replacement trees, as directed by the Department, or requests that the Department plant such replacement trees at applicant's cost.
- c. In addition to all other legal remedies, the Department shall seek damages, as applicable, as determined under section §5-02(d) – (f), from any person who violates section 1-04 (b)(1)(i) of chapter 1 of these rules.

## **§ 5-02 Determination of Replacement Trees**

- a. Determination of replacement trees. The number of trees needed to replace each tree approved for removal shall be determined by calculating the size, condition, species and location rating of the tree proposed for removal. If a removal permit is approved by the Commissioner, the Department, no later than ninety (90) days following the filing of a completed application for a permit, shall inform the applicant, based on the factors herein, the number and size of replacement trees to be planted and the period of time during which the replacement trees shall be planted and the fee for such replacements. In order to determine the applicable rating for any tree approved for removal the Department horticultural officer shall take into consideration the following:
  1. Size. The size rating of a tree shall be determined by measuring the diameter of the tree at breast height (four and one half (4 ½) feet above the ground) and then calculating the cross sectional area of the trunk in square inches.
  2. Condition. The condition rating of a tree shall be based on the following factors:
    - a. The structure and health of its roots;
    - b. The structure and health of its trunk;
    - c. The structure and health of its branches;
    - d. The health of its small branches and twigs; and
    - e. The health of its foliage and/or buds.

However, if the Department determines, after consulting with the applicant, that a tree requested for removal is dead or seriously diseased, or otherwise represents a hazard to public safety, such tree will not result in any required replacement trees unless the hazard was caused by actions of the applicant.

3. Species. The species rating of a tree shall be based on the magnitude and longevity of the services and benefits the species provides in the City. Magnitude and longevity are established by tree stature at maturity (i.e., mature height), and expected tree lifespan.
4. Location. The location factor of a tree shall be determined by considering how well the site supports the tree's biological, physical and chemical needs; and a tree's placement in the landscape with respect to both the tree's positioning within and its relationship to its surroundings.
  - a. The rating of the site where a tree is growing is established by considering the following:
    - i. whether the site is in a park or landscaped area with ample belowground and overhead growing space;
    - ii. whether the site is in the street but there is enough above and below ground space to support the tree;
    - iii. whether the species of tree is tolerant of the site's difficult growing conditions, if any;
    - iv. whether the site is physically limiting to the tree, but the tree's stature and root system are appropriate for current adjacent infrastructure (e.g., small stature under utility wires or next to a building or retaining wall);

- v. whether the tree is negatively impacted by existing site infrastructure;
- vi. whether the site contains objects, such as houses, power lines, or playgrounds, in the path of tree should it fall and the tree is of a structurally sound species;
- vii. whether physical space limitations at the site will challenge the success of the tree over time;
- viii. whether the species of tree is only moderately tolerant of the site's difficult growing conditions, if any;
- ix. whether the tree's stature or root system is inappropriate for adjacent current site infrastructure (e.g., large tree under utility wires or too close to a building foundation or bridge parapet); and
- x. whether the site contains objects, such as houses, power lines, or playgrounds, in the path of tree should it fall and the tree is of a structurally weak species.

b. The rating for a tree's placement in its surrounding landscape is determined by considering the following:

- i. whether the tree is a native species in or adjacent to a natural area or large park;
- ii. whether the tree is a historic specimen or part of a grove, or is an original planting in a historic landscape;
- iii. whether the tree is the only, or one of a few, in the area;
- iv. whether the tree is extremely complimentary to or prominent within an adjacent view, land use, structure or natural landscape element;
- v. whether the tree is one of a group of plantings and its individual loss would have minimal visual or environmental impact on the entire group of plantings;
- vi. whether the tree is very important within a group of other plantings, such as an all?e or along an even-aged block, and its loss would be of high impact to that planting group; and
- vii. whether the tree provides exceptional services based on its location (e.g., shade in a playground or sitting area, property value in front of a building, stormwater absorption in or near a wetland).

5.
  - a. Number of Replacement Trees. Based on the factors established in section 5-02(a) (1) – (4) of this chapter, the Department will determine the required number of replacement trees.
  - b. In no case shall the number of replacement trees equal less than one caliper inch of replacement tree for each caliper inch of tree removed.
6. Calculation of Fee for a Tree Removal Permit. The Department will determine the total fee for a tree removal permit pursuant to section 5-01(a) by multiplying the number of required replacement trees by the cost per tree, which is determined by calculating the average planting price for a three (3) inch caliper street tree as derived from all Department planting contracts for the City fiscal year preceding the date of the permit application.
7. The timing for planting replacement trees shall be determined by the Department's horticultural officer and stated within the permit unless otherwise permitted by law. However, each replacement tree under such a permit shall be planted no later than sixty (60) days after the project for which the tree removal was requested has been completed, or in the next ensuing spring or fall season after such project is completed or earlier as agreed by the applicant and the Department.
8. Size of Replacement Trees. All replacement trees will be three (3) inch caliper, unless otherwise authorized by the Department.

b. Payment to the Department.

1. If a person granted a permit pursuant to section 5-01(a) requests that the Department plant any required replacement trees, such person shall pay the required fee to the Department prior to the issuance of any such permit unless otherwise permitted by law.
2. If a person granted a permit pursuant to section 5-01(a) and subject to paragraph one of this subdivision intends to plant any required replacement trees, such person shall notify the Department in advance and pay the required fee to the Department prior to the issuance of any such permit. If the required replacement tree(s) are planted by the permittee as directed by the Department, the Department shall return any such fee within sixty (60) days of confirmation by

the Department that such trees were properly planted by permittee. If any such tree(s) is not replanted as directed by the Department by the time specified within the permit, the Department shall retain such fee for the purpose of planting said replacement trees.

- c. **Irreparable Tree Damage.** If a tree is damaged beyond recovery or if it is damaged so that it poses a safety risk, as determined by the Department, it shall be removed, including its stump, at the permittee's expense if a permit is in effect pursuant to section 5-01(a), or at the expense of the person responsible for such damage if no permit is in effect. In such instances, the tree shall be evaluated for replacement purposes pursuant to section 5-02(a) based on its condition prior to suffering irreparable damage.
- d. **Destruction and Tree Removal.** If a tree is destroyed and removed without a permit pursuant to section 5-01(a), there shall be a rebuttable presumption that such tree was in perfect condition prior to such removal. In this instance the tree shall be evaluated pursuant to section 5-02(a) for all other factors. However, the size of the removed tree shall be determined either by the diameter of the remaining stump or from existing Department records. The cost of the total number of replacement trees to be planted shall equal the appraised value of the destroyed or removed tree.
- e. **Injured Trees.** If a tree is damaged or injured, but not destroyed or removed, a Department horticultural officer will make the following two (2) appraisals using the method established in section 5-02(a) in order to determine the value of the damaged or injured tree. The first appraisal shall account for the tree's condition prior to damage or injury. The second appraisal shall account for the tree's condition after damage or injury, with all other factors being equal. The difference between the two appraisals shall equal the replacement value caused by the injury and the sum for which the permit holder or person responsible for the injury is responsible.
- f. The location of replacement trees shall be determined by the Department's horticultural officer unless otherwise permitted by law. To the extent practicable, replacement trees shall be planted within the same community district from which the tree(s) that were the subject of the permit were removed. Where the horticultural officer determines that it is not feasible to plant the total number of replacement trees at the subject location, the person granted the permit under section 5-01(a) shall be required to plant the remaining replacement trees at locations capable of accommodating such planting, either as close as possible to the property from which the original trees were removed, destroyed or severely damaged, or as the horticultural officer deems feasible. The person granted the permit under section 5-01(a) may propose in writing to the horticultural officer alternate locations, so that provision may be made for the planting of all required replacement trees. Where the horticultural officer determines that a proposed alternate location or the number of replacement trees proposed to be planted at an alternate location is not feasible, the horticultural officer may select other locations to accommodate the planting of all required replacement trees.

### **§ 5-03 Tree Planting in Lieu of Obligations under the Zoning Requirements.**

If a person or entity is required under Zoning Resolution Article 2, Chapter 6, Section 41 to plant street trees, but pursuant to the Zoning Resolution such person or entity is required or opts to have the Department plant such trees on such person or entity's behalf, then the person or entity must deposit the cost per tree, which is determined by calculating the average planting price for a three (3) inch caliper street tree based on Department planting contracts for the preceding City fiscal year, in an account of the City as directed by the Department, unless otherwise permitted by law.

## **§6 GreenThumb Gardens**

### **§ 6-01 Definitions.**

As used in this chapter, the following terms will have the meanings set forth below:

#### **“Accelerated Default.”**

A Default based in whole or in part upon any conduct, activity, or condition occurring in or immediately adjacent to the Lot and caused by the Gardening Group or circumstances under its

control that (i) is contrary to law, (ii) constitutes a public nuisance, or (iii) affects, or poses a threat to, the health or safety of the community in which the Lot and Garden are located.

**"Alternate Garden Contact Person."**

An individual registered with GreenThumb as the secondary representative of a Gardening Group.

**"Alternate Site List."**

Either (i) a list of available City-owned vacant land within one-half mile of the Lot upon which an existing Garden is located, including the address, block and lot, and approximate size of each parcel of land contained therein; (ii) where there is no such available City-owned vacant land within one half mile of such Lot, a list of available City-owned vacant land within the community district in which such Lot is located, including the address, block and lot, and approximate size of each parcel of land contained therein; or (iii) a statement that there is no available City-owned vacant land within either one half mile of such Lot or within the community district in which such Lot is located.

**"Alternate Site Notice."**

A notice that transmits an Alternate Site List to a Garden Contact Person and Alternate Garden Contact Person and, if such Alternate Site List contains available City-owned vacant land, states that (i) the Garden Contact Person may select any site from such Alternate Site List and inform the Department and GreenThumb of such selection in writing within 45 days after the date of such notice, (ii) failure to inform the Department and GreenThumb of the selection of a site from the Alternate Site List within 45 days after the date of such notice will be deemed to be a rejection of the offer, (iii) rejection of the offer may result in a Transfer without relocation of the Garden, and (iv) if the Garden Contact Person accepts a site from the Alternate Site List, GreenThumb will offer an opportunity to register and license such new site. The Alternate Site List may be incorporated into the text of, and will in any event be deemed to be incorporated by reference in, the Alternate Site Notice.

**"City."**

The City of New York.

**"Default."**

A Gardening Group's failure or refusal to (i) comply with GreenThumb Registration requirements, (ii) complete the Registration process, (iii) comply with the terms of its Registration, (iv) comply with GreenThumb License requirements, (v) enter into a License, or (vi) comply with its License.

**"Default Notice."**

A notice from the Department or an Other Agency directing a Gardening Group to cure an Accelerated Default within 30 days after the date of such notice or a notice to cure a Default within 6 months after the date of such notice. Copies of such notices shall be sent to the council member for the council district in which the Garden is located and the community board of the community district in which the Garden is located.

**"Garden."**

A community garden that is registered and licensed with GreenThumb and located on a Lot.

**"Garden Contact Person."**

An individual registered with GreenThumb as the primary representative of a Gardening Group.

**"Garden Review Process."**

The process set forth in section 6-05 of this chapter to be followed in connection with the Transfer of any Lot.

**"Garden Review Statement."**

A written statement, prepared by the Department in accordance with section 6-05(b)(4) of this chapter, describing a Lot, the existing Garden on such Lot, and the proposed Transfer of such Lot.

**"Gardening Group."**

An organized group of individuals who maintain a Garden and are collectively represented by the Garden Contact Person. The Garden Contact Person shall by April 15 of each calendar year provide a list to GreenThumb of the names and contact information for all members of the Gardening Group.

**"GreenThumb."**

A division within the Department responsible for the City's urban gardening program.

**"License."**

An agreement between the Department or an Other Agency and a Licensee providing a license to operate a Garden on a Lot for a set term subject to requirements set forth therein, unless earlier terminated.

**"Licensee."**

A Gardening Group, acting through its Garden Contact Person, pursuant to a License.

**"Lot."**

A parcel of City-owned land under the jurisdiction of the Department that contains a Garden at any time on or after September 17, 2010.

**"New Garden."**

A community garden on available City-owned land identified on or after the effective date of this chapter and accepted for registration and licensing as a community garden by GreenThumb and transferred to the Department by the agency having jurisdiction over such City-owned land.

**"Other Agency."**

A governmental agency or entity other than the Department.

**"Retention Agreement."**

A written agreement between the City, acting by and through the Department or an Other Agency and a Gardening Group, acting by and through its Garden Contact Person, providing for (i) the retention of part or all of a Garden as a community garden and/or open space as part of a project to be developed, or (ii) the relocation of the Garden to an alternate site. Gardens that are retained or relocated pursuant to a Retention Agreement remain subject to the GreenThumb Registration and License requirements and this chapter.

**"Registration."**

Written acknowledgment by GreenThumb that a Gardening Group has complied with the criteria set forth by the Department to demonstrate eligibility for a License pursuant to section 6-03.

**"Transfer."**

The conveyance of a Lot or, with regard to any Lot under the jurisdiction of the Department, the transfer of jurisdiction over such Lot to an Other Agency for the purpose of devoting such Lot to a use other than as a garden or open space.

**"Uncured Default."**

A Default that remains uncured six months after the date of a Default Notice or an Accelerated Default that remains uncured 30 days after the date of a Default Notice.

## **§ 6-02 Application.**

This chapter establishes certain procedures with respect to the operation of Gardens registered and licensed with GreenThumb on September 17, 2010, or first registered and licensed with GreenThumb within the exercise of the Department's discretion after September 17, 2010. This chapter also establishes certain procedures with respect to the Transfer of the Lots upon which such Gardens are located.

## **§ 6-03 Licenses.**

- a. The Department will issue a License if the proposed Licensee and Garden meet the Registration criteria established by GreenThumb. The Department shall renew such License if the Licensee complies with the terms and conditions set forth therein and continues to meet the Registration criteria established by GreenThumb. If the Licensee has not complied with the terms of or fails to renew the License, fails to meet the Registration criteria established by GreenThumb, abandons the Garden, or if an Uncured Default has occurred, the Department will attempt to identify a successor Gardening Group and offer a License to it for the Garden. The Department's efforts to identify a successor Gardening Group will include contacting the local community board and councilmember and may include contacting nearby Gardening Groups. The Department's efforts to identify a

successor Gardening Group may begin as early as the Department determines necessary in order to retain the Lot's use as a Garden, but shall not extend beyond 3 months of after any Uncured Default, at which point the Garden is subject to Transfer.

- b. Licenses will set forth terms and conditions under which the Licensee will design and install a plant garden on a Lot and will thereafter maintain such Garden and all plants and conforming structures contained therein (including, but not limited to, all raised plant beds, planters, tables, benches, and other ornamental items) in a safe and orderly condition. The Department may permit other uses of the Lot that are compatible with gardening and are authorized pursuant to the License.
- c. Any license agreement from the City to any party performing work on the Lot or development work on an adjacent property that affects the Lot shall require the licensee to return the Garden to a condition similar to that which existed prior to commencement of said work.
- d. The License will provide that (i) the Licensee accepts the Lot "as is," in whatever condition it may be on the date the License is fully executed, (ii) the City makes no representation or warranty of fitness of the Lot for gardening purposes, (iii) the Licensee must meet GreenThumb's Registration and License requirements; (iv) the Licensee must comply with all applicable federal, state, and local laws, rules, regulations, codes, and ordinances, and (v) the Licensee must comply with such other requirements as the Department may establish.
- e. The City will retain title to the Lot and the Licensee will not have any leasehold or other interest in the land comprising such Lot, any improvement thereon, or any equipment provided by GreenThumb.

#### **§ 6-04 Active gardens to be preserved; Gardens not deemed mapped parkland.**

Except as provided in section 6-05 of this chapter, all Lots under the Department's jurisdiction will be used and preserved as Gardens as long as they comply with the Department's registration and licensing requirements. Lots are not dedicated as, and will not be deemed to be dedicated as, parkland unless they have otherwise been mapped as parkland by the City.

#### **§ 6-05 Garden Review Process.**

- a. The Department will comply with the Garden Review Process before any Transfer.
- b. Under the Garden Review Process:
  1. The Department will notify the Garden Contact Person and the Alternate Garden Contact Person of the proposed Transfer. Such notice may, but will not be required to, be included within the Alternate Site Notice.
  2. The Department will provide an Alternate Site Notice to the Garden Contact Person and Alternate Garden Contact Person.
    - a. The Garden Contact Person may select one site from the Alternate Site List for relocation of the Garden and inform the Department and GreenThumb of such selection in writing within 45 calendar days after the date of the Alternate Site Notice.
    - b. The offer contained in the Alternate Site Notice will be deemed rejected, and the Garden Contact Person will have no further right to select a site from the Alternate Site List for relocation of the Garden if (i) the Department and GreenThumb do not receive, within 45 calendar days after the date of the Alternate Site Notice, written notice from the Garden Contact Person that the Gardening Group has selected a site from the Alternate Site List for relocation of the Garden, or (ii) the Department or GreenThumb receives written notice from the Garden Contact Person at any time that the Gardening Group will not select a site from the Alternate Site List for relocation of the Garden.
    - c. If the Alternate Site List states that there is no available City-owned vacant land within one half mile of the Lot upon which the existing Garden is located, or within the community district in which such Lot is located if there is no City-owned vacant land within one half mile of the Lot, the provisions of sections 6-05(b)(2)(a) and 6-05(b)(2)(b) of this chapter will not apply.

3. Any site on the Alternate Site List will be offered "as is," and a Gardening Group will be responsible for performing all necessary work on such lot. The Department will, upon request and contingent upon staff availability and resources, assist the Gardening Group with its relocation and gardening efforts at the alternate site. The City will offer the Gardening Group an opportunity to register with GreenThumb for the alternate site, and once registered, obtain a license.
4. Before any Transfer, the Department will prepare a Garden Review Statement that includes the following, to the extent that such information exists and/or is contained in the Department's files:
  - a. a description of each affected Lot (including the address, block, and lot of such Lot) and the existing Garden located thereon;
  - b. the name, address, and telephone number of the Garden Contact Person and Alternate Garden Contact Person;
  - c. the date that GreenThumb licensed each affected Lot for the first time;
  - d. copies of the most recent Registration form submitted to GreenThumb by the Garden Contact Person; the two most recent site visit forms prepared by GreenThumb; and at least two photographs of the existing Garden;
  - e. the Alternate Site List and a statement of whether the Garden Contact Person has accepted or rejected any sites on such Alternate Site List; and
  - f. a description of any proposed Transfer of each affected Lot.
  - g. a description provided by the Gardening Group of any programs, activities and events in, and existing features of, the Garden. The above description, which shall be no more than four legal size pages in length, will be included in the Garden Review Statement if submitted to the Department before submission of any application for approval as set forth in section 6-05(b)(6).
5. The Department will send a Garden Review Statement to the Garden Contact Person, the Alternate Garden Contact Person, the council member for the council district in which the Garden is located and the community board of the community district in which the Garden is located by written notice not less than 45 calendar days before any Transfer. The sending of such notice will constitute notice of the proposed Transfer.
6. The Department or Other Agency will include a Garden Review Statement in any application for approval of a Transfer pursuant to section 197-c of the City Charter, in any application to the City Council or the Mayor for approval of a Transfer pursuant to Article 15 of the General Municipal Law, Article 16 of the General Municipal Law, or Article XI of the Private Housing Finance Law, and in any application to a Borough Board for approval of a Transfer pursuant to section 384(b)(4) of the City Charter.
- c. If the Transfer of a Lot is disapproved through an applicable public review process, a Garden may remain on such Lot, subject to Registration, execution of a License, and compliance with all GreenThumb program requirements, until approval of a future Transfer of such Lot. Any new approval of such future Transfer will be subject to the Garden Review Process.
- d. In order to facilitate the Transfer of a Lot, the Department may, by notice to the Garden Contact Person and Alternate Garden Contact Person at any time after the Transfer of such Lot is approved through the applicable public review process, terminate or decline to renew the License and direct the Gardening Group to vacate the Lot.

## § 6-06 Exemptions.

- a. Upon execution of a Retention Agreement that provides for the relocation of a Garden to an alternate site, (i) the Lot from which such Garden is to be relocated will no longer be subject to any of the requirements set forth in this chapter, and (ii) the Lot to which such Garden is to be relocated will be subject to the requirements set forth in this chapter.
- b. After the execution of a Retention Agreement that provides for the retention of part or all of a Garden as a community garden as part of a project to be developed, the Transfer that is the subject of such Retention Agreement will no longer be subject to any of the requirements set forth in section 6-05 of this chapter.

#### **§ 6-07 Miscellaneous.**

- a. Any determination by the Department pursuant to this chapter will be made in the Department's sole discretion.
- b. Any notices required pursuant to this chapter will be in writing and will be delivered by regular mail, certified mail, registered mail, or personal delivery, and will also be posted at or near the Garden entrance. Any such notice will be deemed delivered when deposited in an official United States Postal Service receptacle. The Department will make reasonable efforts to provide translations for notices required pursuant to this chapter into the predominant language of the Gardening Group as identified by the Gardener of Record to GreenThumb.
- c. Any Garden must comply with all applicable federal, state, and local laws, rules, regulations, codes and ordinances and is subject to the GreenThumb Registration and License requirements and this chapter.

#### **§ 6-08 New Gardens.**

The Department may establish New Gardens on available City-owned land. New Gardens shall be subject to the same requirements of the Department as any other garden and all other provisions of this chapter concerning registration, licensing and transfer.

# THE PARKS INSPECTION PROGRAM

## Overview of the Program

The Parks Inspection Program is administered by the division of Operations and Management Planning (OMP) of the City of New York Parks & Recreation. Trained Inspectors from OMP's Inspection Team use hand-held computers and digital cameras to perform nearly 5,000 PIP inspections each year, giving each inspected park an "Acceptable" (A) or "Unacceptable" (U) rating for overall condition and cleanliness. Individual "Acceptable" or "Unacceptable" ratings are given to as many as 17 separate park features which fall under three broad categories: cleanliness, structural, and landscape.

A site's overall condition rating will be rendered "Unacceptable" (U) if the site fails cleanliness, if any three of its features are "Unacceptable" or if any one of its features is considered "Unacceptable for the entire site" (U/S). A site's cleanliness will be rated "Unacceptable" (U) if any two cleanliness features are "Unacceptable", or if any one cleanliness feature is considered "Unacceptable for the entire site" (U/S).

Features are rated "Unacceptable" because of generally substandard conditions, such as heavy litter, peeling paint on benches at a site, or bare lawns. Hazardous conditions, such as sharp, protruding bolts on benches, trip hazards on paved surfaces and sidewalks, or large dangling limbs may also cause the park feature to fail. These hazards are noted by an Inspector as needing, "Immediate Attention." All Immediate Attentions must be corrected within one round of the issuance of an inspection, unless there is a documented need for capital or requirements work. An Immediate Attention designation can fail a feature (U) or even an entire site (U/S). Some additional park elements such as drinking fountains, flags, and signs, are tracked and inspected, but do not figure into the cleanliness or overall condition ratings of a site.

Park Features		
<u>CLEANLINESS:</u>	<u>STRUCTURAL:</u>	<u>LANDSCAPE:</u>
Glass	Benches	Athletic Fields
Graffiti	Fences	Horticultural Areas
Ice	Paved Surfaces	Lawns
Litter	Play Equipment	Trails
Weeds	Safety Surface	Trees
	Sidewalks	Water Bodies

There are four inspection seasons each year: spring, summer, fall, and winter. Each season consists of six inspection rounds. The inspection year dates from the beginning of the spring inspection season (early March) to the end of the winter inspection season one year later (late February). Inspections typically take place in two-week inspection rounds. A three-week round takes place once each season, or four times per year to fit four seasons into a 52-week inspection year. Each round, 205 ratable sites are randomly selected according to set parameters. At the conclusion of each round, a summary report is produced showing the citywide and borough-by-borough percentages of sites rated acceptable for cleanliness and overall condition. This report is distributed at upper level management meetings at which the

Commissioner, Deputy Commissioners, and Borough Commissioners are present. Each Borough Commissioner also receives a packet with detailed evaluations of each failing site in his or her borough, along with pictures of hazardous or unacceptable conditions observed. Summary ratings are produced for each inspection season and for the fiscal year. Ratings are also reported for the fiscal year (July 1 through June 30) in the Mayor's Management Report.

Parks Inspection Program ratings provide Parks & Recreation management, elected officials, and the general public with a broad indicator of the condition of NYC parks. In doing so, the ratings serve as one of the agency's key performance measures. Using the ratings, the agency holds itself accountable to specific standards of cleanliness, safety, and structural conditions at rated sites. PIP ratings also include detailed information on specific parks and on specific features in parks.

This helps Parks & Recreation use its resources effectively to target problem-areas.

### **GUIDE TO PIP**

The Parks Inspection Program has been one of the agency's major initiatives since 1994. Citywide, the overall condition rating has risen from 36% acceptable in 1994 to 86% acceptable in 2006. The citywide cleanliness rating has also risen from 73% acceptable in 1994 to 92% acceptable in 2006. The Parks Inspection Program has both recorded these gains and served as an important management tool for achieving improved conditions.

### **Ratable Sites**

There are three categories of ratable sites: 1) playgrounds and small parks, 2) large parks and large park zones, and 3) Greenstreets. Currently, there are more than 3,000 ratable sites citywide. Of these, OMP inspects more than 1,200 playgrounds and small parks, 150 large parks, 500 large park zones, and 1,300 Greenstreets.

Parkways which are maintained by the Department of Transportation (DOT) and offer no opportunities for public recreation, such as the Grand Central Parkway, are not rated. However, parkways which include paved pedestrian and bike paths and benches, such as Eastern Parkway in Brooklyn, are rated.

### **Random Selection of Sites – the Sort**

At the beginning of each inspection round, 205 sites are randomly selected by the PIP database according to the following parameters:

- **First:** The same number of sites are inspected in each borough every round. These numbers generally reflect each borough's share of the total number of ratable sites citywide.
- **Second:** The ratio of playgrounds and small parks, large park zones, and Greenstreets inspected in each borough is proportional to the overall number of these sites citywide.
- **Third:** Once a site is inspected, it is not eligible to be re-inspected until two rounds (usually four weeks) have passed. Typically, every ratable site is inspected at least once each inspection year.

### **What Is Inspected at a Site?**

The entire property owned or maintained by Parks, including the surrounding sidewalk, is inspected as part of a PIP inspection. Certain park elements at a site, such as drinking fountains, flags, and signs, are not rated. However, information on these park elements are recorded and tracked. Since August 2004, comfort stations are rated as part of a separate inspection program called the Comfort Station Inspection Program.

## **Property Types Description**

### **Playgrounds and Small Parks**

These properties are less than 6 acres in size and are made up of sitting areas, triangles, malls, neighborhood parks, playgrounds, and a few small undeveloped areas.

Playgrounds within large parks are included in this group and are rated separately from the large parks. Playgrounds which are jointly operated with the Department of Education, or JOPs, are also included in this category.

### **Large Parks and Large Park Zones**

A large park is classified as being 6 acres or more.

Parks less than 20 acres in size are rated as one zone. To make inspecting parks greater than 20 acres in size more manageable, they are divided into large park zones. In general, large park zones follow geographic boundaries such as park drives and tree lines, conform to preexisting district boundaries, and could be inspected in 1-2 hours.

### **Greenstreets**

Greenstreets are islands of trees and horticultural plantings along city streets. Many are former barren concrete triangles and malls that have been converted by Parks into green spaces by planting trees, shrubs, and other woody perennials. Greenstreets are grouped into three subcategories.

- Type 1 Greenstreets contain horticultural plantings and are regularly maintained by Parks. These are rated.
- Type 2 Greenstreets are primarily tree pits in traffic medians, with no other plantings or features. These are not rated.
- Type 3 Greenstreets are former triangles and sitting places and other miscellaneous Greenstreets. These are rated

## **Ratable Sites**

### **When Are Sites Inspected?**

Playgrounds, small parks, and Greenstreets are inspected year-round, Monday through Friday.

Large parks are inspected Monday through Friday in the off-peak season.

During the peak season (May 1-October 1), large parks are not inspected on Mondays to allow for one day of additional clean-up following the high usage on the weekends. Otherwise, inspections begin no earlier than 8:30 AM Tuesdays through Fridays, and always after 10:00 AM on Mondays and days after holidays. Inspections of beach zones and beachfronts may begin no earlier than 8:00 AM.

## **Immediate Attention Hazards**

A feature is flagged for "Immediate Attention" when one or more hazards are present. Such hazards are referred to as Immediate Attentions or IA's. All features can be flagged for Immediate Attention. Below you will find the two levels of Immediate Attention hazards:

### **Priority One:**

- The hazard presents the chance of a life-threatening or permanently debilitating injury.
- A single Priority One Immediate Attention will typically fail the overall condition rating (as well as the cleanliness rating if a cleanliness feature is flagged for Priority One Immediate Attention). A Priority One Immediate Attention will always fail the feature rating.

### **Priority Two:**

- The hazard presents the chance of a slight to serious injury, or is more critical in nature but in a remote location (in which case injury is less likely).
- Graffiti that depicts hate speech or profanity.
- In playgrounds, small parks, and Greenstreets, one Priority Two Immediate Attention will fail the feature rating. In large parks, two Priority Two Immediate Attentions for one feature are needed to fail the feature.

Typical examples of both Priority One and Priority Two Immediate Attentions are listed in the standards for each feature. These lists are not all encompassing, and conditions not explicitly listed may be flagged as Immediate Attentions by an Inspector.

All Immediate Attentions are tracked by OMP. Immediate Attentions must be remedied within one round (typically two weeks) of the round in which the hazard was noted.

## **Cleanliness Rating**

The cleanliness rating is determined to be either acceptable or unacceptable, depending on the ratings of the five cleanliness features (glass, graffiti, ice, litter, and weeds).

Any of the following will cause the cleanliness rating to be unacceptable:

- Two or more unacceptable (U) cleanliness features.
- One or more very unacceptable (U/S or "Unacceptable/Site") cleanliness features.

## **Overall Condition Rating**

The overall condition rating is determined to be either acceptable or unacceptable depending on the ratings of all 17 features. Any of the following will cause the overall condition rating to be unacceptable:

- Unacceptable cleanliness rating.
- Three or more unacceptable (U) features (cleanliness, structural, or landscape).
- One or more very unacceptable (U/S or "Unacceptable/Site") features (cleanliness, structural, or landscape).

## **GUIDE TO PIP**

### **Playground Design and Construction Issues**

All new Parks playgrounds are designed to meet or exceed the latest American Society for Testing and Materials (ASTM) and Consumer Product Safety Commission (CPSC) standards for playground safety, design and construction. The CPSC standards were first released in 1981, and the ASTM standards were first released in 1993.

PIP Inspectors are periodically trained in ASTM standards and often participate in final use inspections for parks and playgrounds that undergo capital renovation.

### **Sites Closed Due to Construction**

Sites closed for capital construction are the responsibility of the capital contractor and are typically not rated. All construction sites must have the following:

- A sign indicating that the site is closed and under construction.
- A secure fence that is locked and does not have any sneakholes.

**If a site is accessible and a member of the general public could enter the site, by either through an open or unlocked gate or a sneakhole, and there are no construction workers present, the Inspector will enter and rate the interior of the site for Immediate Attention hazards.** Any Immediate Attention hazards discovered will be recorded and will count toward the ratings. If there is no sign present explaining that the site is under capital construction and an Inspector has access to a construction site via a sneakhole or unlocked gate, the Inspector will rate the site as a full PIP inspection. However, if the site is accessible and there are workers present, the site will not receive a rating.

At sites where partial construction is taking place, OMP will not rate the area undergoing capital renovation, provided that the area under construction is properly secured and is accompanied by appropriate signage. However, the rest of the site will be rated in full. If an Inspector finds access to the area under construction and no construction workers are present, the Inspector will enter the site and rate the interior for Immediate Attention hazards. Any Immediate Attention hazards discovered will be recorded and will count toward the ratings. If there is no signage explaining that the site is under capital construction and an Inspector has access to a construction site, the Inspector will rate the site as a full PIP inspection.

### **Sites Officially Closed by Maintenance and Operations**

Sites which are officially closed off to the public and marked with corresponding signage will not be rated. This category includes sites which are permanently closed off or locked because of security and/or other concerns. **However, the periphery of these sites is rated. The periphery of the site is the area between the fence and street and generally includes sidewalks, lawns, fences, and trees.** If an Inspector finds access to the site via a sneakhole or unlocked gate, the Inspector will enter and rate the interior of the site as a full PIP inspection. The interior of these sites are generally not entered or inspected, except for excessive litter, glass, weeds, and graffiti, if they are visible from the periphery of the site.

### **Undeveloped sites, whether closed or open, are rated.**

Sites which are not undergoing capital construction or officially closed off to the public are expected to be open to the public during normal hours of operation.

### **Features Blocked Off by Maintenance and Operations**

**Any individual feature, such as benches or play equipment, which Maintenance and Operations blocks or cautions off, will not be rated. However, if Maintenance and Operations blocks off the feature, to the extent that it inhibits the public's ability to use the entire site, that feature will be rated.** For example, if all of the play equipment at a playground is blocked-off, play equipment will be rated unacceptable.

**A feature will also be inspected and rated if it is not sufficiently blocked-off or cautioned.**

## **Undeveloped Sites**

Undeveloped sites are comprised of two groups. The first group is made up of large, undeveloped natural areas over six acres in size that do not contain public-access trails (i.e. inaccessible wetlands). These areas are not rated. Natural areas that do contain public-access trails are inspected and rated, regardless of whether they have official trails or desire lines.

The second group consists of undeveloped lots that are typically smaller than six acres and are surrounded by developed areas. The periphery of these parks is fully rated. The periphery of the site is the area between the fence and street and includes sidewalks, fences, and trees. The interior of these sites is generally not rated, except for excessive litter, glass, weeds, and graffiti, which is rated insofar as any such matter is visible from the periphery of the site. Additionally, if an Inspector has access to the site through a downed fence or unlocked gate, the site is rated a full PIP inspection.

## **Park Elements**

Park elements are features of parks that are tracked by the Parks Inspection Program but do not typically affect the rating of a site. **The most important park elements are signs and flags.**

**Signs help identify parks and playgrounds, provide important information to park users, and highlight amenities and facilities. As agency policy, each playground should have a routed and consolidated rules sign posted at each entrance.** In addition, facility-specific rules signs should be at tracks, synthetic ballfields, turf ballfields, tennis courts, skate parks, pools, beaches, piers, and water bodies.

Flags help identify city and park properties, beautify parks and playgrounds, and serve as an important representative symbols. **As agency policy, all flagpoles without yardarms must fly the American and POW/MIA flags. Flagpoles with yardarms must fly the American, POW/MIA, New York City, and Parks Department flags.**

In addition to flags and signs, OMP tracks whether spray showers and drinking fountains are in service during their respective seasons. **Between Memorial Day and Labor Day, spray showers should be turned on when the temperature reaches over 80 degrees Fahrenheit, children are present, and an inspection takes place after 10:00 AM.**

**Between April 1 and October 31, drinking fountains should be in service and have sufficient water pressure.**

## **Features Not Rated**

**A specific feature will not be rated (N) at a site when a crew is present and actively working on that specific feature at the time of the Inspector's arrival.** For example, litter will not be rated when a cleaning crew is actively cleaning a site; benches, fences, and other structural features will not be rated if a park worker or crew is maintaining or repairing them. **However, if there is an Immediate Attention hazard that has not been addressed by the crew, the Inspector will rate that hazard.** In addition, a feature will be rated if a crew arrives after the inspection has begun, or if the crew departs before the inspection has ended and the condition has not been corrected. In a large park, the crew must be actively working in the zone that is being inspected for any relevant feature to be exempt from rating.

# Cleanliness Features

## GLASS

### WHAT IS RATED

All broken glass is rated under "Glass." All unbroken glass is rated under "Litter."

### GLASS RATING CRITERIA

#### Accumulation

Glass is considered to be light, moderate, or heavy in the following accumulations:

#### Number of Problem Areas

An Inspector notes how many areas have light, moderate, or heavy glass.

Areas can be the following:

- A distinct area such as handball courts, sidewalk, or multi-purpose play area (MPPA).
- At a playground or small park, a 25 x 25 square foot area or along a 100 foot line.
- In a large park zone, a 50 x 50 square foot area or along a 200 foot line.
- At a small site, such as a Greenstreet or a triangle, approximately 25 x 25 square foot area, or a mall 100 feet long, glass is determined to be light, moderate, or heavy for the site overall.

#### Location

Glass on play equipment, safety surface, and in active play areas is treated as an Immediate Attention. All other glass is rated using the above criteria.

Accumulation of Glass		
Light	Moderate	Heavy
Pieces of glass, usually equivalent to less than 1 broken bottle.	Pieces of glass equivalent to 1 or 2 broken bottles.	Pieces of glass equivalent to 3 or more broken bottles.

### GLASS IMMEDIATE ATTENTION HAZARDS

#### Priority One

- Broken glass, equivalent to one bottle, found on play equipment, beachfronts, or any critical area of safety surface.

#### Priority Two

- Broken glass, equivalent to one bottle, found in any active play area, such as handball courts and MPPA.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

Glass Ratings Standards			
	Small Site	Playground/ Small Park	Large Park Zone
(U)	<ul style="list-style-type: none"> <li>Glass is moderate at the site overall.</li> </ul>	<ul style="list-style-type: none"> <li>3 or more areas have moderate glass.</li> <li>1 or more areas have heavy glass.</li> <li>1 or more Priority Two Immediate Attentions for glass are present.</li> </ul>	<ul style="list-style-type: none"> <li>4 or more areas have moderate glass.</li> <li>Glass is heavy in 1 area and moderate or heavy in 1 additional area.</li> <li>2 or more Priority Two Immediate Attentions for glass are present.</li> </ul>
(U/S)	<ul style="list-style-type: none"> <li>Glass is heavy at the site overall.</li> </ul>	<ul style="list-style-type: none"> <li>6 or more areas have moderate or heavy glass.</li> <li>3 or more areas have heavy glass.</li> <li>1 or more Priority One Immediate Attentions for glass are present.</li> </ul>	<ul style="list-style-type: none"> <li>8 or more areas have moderate or heavy glass.</li> <li>4 or more areas have heavy glass.</li> <li>1 or more Priority One Immediate Attentions for glass are present.</li> </ul>

## GRAFFITI

### WHAT IS RATED

All spray paint, permanent markers, stickers, scratches on wood or other surfaces, and adhesive posters that have been illegally applied or affixed to any surface are rated as Graffiti." Murals that have been sponsored by the community and approved by the Commissioner are not rated.

**Drawings in chalk on any surface are not rated unless they contain profanity or hate speech.**

Graffiti on a non-Parks property that abuts a Parks property and has a detrimental effect on the appearance of a Parks property will be noted in the inspection report and the borough will have until the next PIP inspection to remedy the problem. Sufficient remedies include the actual removal of the offending graffiti with the cooperation of the neighboring property-owner, or the installation of a mesh or cover over the fence that hides the graffiti from view. Graffiti on non-Parks property will be rated if it was noted in the previous inspection. Graffiti on traffic signs is treated as graffiti on non-Parks property. **It is the responsibility of the borough to follow-up with DOT to ensure removal of the graffiti.**

### GRAFFITI RATING CRITERIA

Graffiti is rated with respect to the following criteria:

#### Surface Area

Graffiti ratings are determined by the total surface area of graffiti that covers vertical surfaces and the total surface area of graffiti that covers horizontal surfaces.

#### Content

Graffiti that depicts hate speech or profanity is considered a Priority Two Immediate Attention. Graffiti related to gang activity is not rated as an Immediate Attention.

### AGENCY GRAFFITI POLICY

All graffiti reported to agency personnel requires immediate removal. All service requests for graffiti called into Central Communications must be removed by noon on the day it is reported if it is reported before 10:00 AM. If graffiti is reported after 10:00AM, it must be removed by noon on the following day. The same timetable applies to graffiti that is discovered by Maintenance and Operations personnel on a routine site maintenance inspection.

All incidences of graffiti noted in an OMP inspection are published in a daily report that is distributed to the appropriate borough personnel.

Graffiti Ratings Standards		
	Playground, Small Park, or Greenstreet	Large Park Zone
(U)	<ul style="list-style-type: none"><li>25 square feet or more of graffiti that covers vertical surfaces. (This is approximately the size of one flag of concrete sidewalk.)</li><li>50 square feet of graffiti equally distributed between vertical and horizontal surfaces.</li><li>75 square feet or more of graffiti that covers horizontal surfaces.</li><li>Graffiti that depicts hate speech or profanity.</li></ul>	<ul style="list-style-type: none"><li>50 square feet or more of graffiti that covers vertical surfaces.</li><li>75 square feet of graffiti equally distributed between vertical and horizontal surfaces.</li><li>100 square feet or more of graffiti that covers horizontal surfaces.</li><li>Graffiti that depicts hate speech or profanity.</li></ul>
(U/S)	<ul style="list-style-type: none"><li>100 square feet or more of graffiti that covers vertical surfaces.</li><li>150 square feet or more of graffiti equally distributed between vertical and horizontal surfaces.</li><li>200 square feet or more of graffiti that covers horizontal surfaces.</li></ul>	<ul style="list-style-type: none"><li>200 square feet or more of graffiti that covers vertical surfaces.</li><li>300 square feet or more of graffiti equally distributed between vertical and horizontal surfaces.</li><li>400 square feet or more of graffiti that covers horizontal surfaces.</li></ul>

## ICE

The presence of ice and compacted snow on sidewalks, entrances, and stairs is rated during the winter season. OMP rates for ice no earlier than 24 hours following a snowfall.

## WHAT IS RATED

The following are rated under "Ice:"

- Compacted snow and ice on sidewalks at the perimeter of, or entrance to, a park.
- Compacted snow and ice on ramps in the interior of a park.
- Compacted snow and ice on staircases in the interior of a park.

**The following are not rated under "Ice:"**

- **Ice on safety surfaces and paved surfaces in the interior of a park is not considered a hazard.**
- **Non-compacted snow that does not appear to have the potential to freeze.**

## **ICE RATING CRITERIA**

### **Accessibility**

- There should be a clear path at least three feet in width to allow safe passage on sidewalks around the perimeter of, or entrance to, a park.
- There should be a clear path at least three feet in width to allow safe passage on staircases and ramps in the interior of the park.
- All paths created on a staircase and ramp should be next to a railing, and not down the middle of the staircase or ramp.
- At least one side of all staircases and ramps must be shoveled.

## **ICE IMMEDIATE ATTENTION HAZARDS**

### **Priority One**

- Presence of ice on sidewalks around the perimeter of, or entrance to, a park that does not have a clear path of at least three feet in width.
- Presence of ice on staircases and ramps in the interior of a park that does not have a clear path of at least three feet in width.

### **Priority Two**

- Presence of compacted snow on sidewalks around the perimeter of, or entrance to, a park that does not have a clear path of a least three feet in width.
- Presence of compacted snow on staircases and ramps in the interior of a park that does not have a clear path of a least three feet in width.
- Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

<b>Ice Ratings Standards</b>		
	<b>Playground, Small Park, or Greenstreet</b>	<b>Large Park Zone</b>
(U)	<ul style="list-style-type: none"><li>• 1 or more Priority Two Immediate Attentions for ice are present.</li></ul>	<ul style="list-style-type: none"><li>• 2 or more Priority Two Immediate Attentions for ice are present.</li></ul>
(U/S)	<ul style="list-style-type: none"><li>• 1 or more Priority One Immediate Attentions for ice are present.</li></ul>	<ul style="list-style-type: none"><li>• 1 or more Priority One Immediate Attentions for ice are present.</li></ul>

## **LITTER**

### **WHAT IS RATED**

**The following are rated under "Litter:"**

- Refuse that has been discarded somewhere other than a proper garbage bag or receptacle.
- Bird feces, such as pigeon waste.

- Non-bird feces, such as canine waste.
- Accumulated grime on structural features. Grime includes, but is not limited to: residue from food products, bodily fluids, oily substances, grease, or stains.
- Health hazards such as condoms, syringes, non-bird feces, and fetid water. Fetid water is a pool of water that has been sitting for more than 24 hours, and usually contains signs of algae or insect infestation.
- Garbage cans and bagged garbage awaiting pick-up.
- Dumping in natural areas, including abandoned cars. Dumping includes any items brought into the park by people or businesses for the purpose of disposal. Common dumping items include: appliances, furniture, bicycles/motorcycles and tires.
- Refuse in water bodies.
- Debris along beach shorelines.
- Unbroken glass is rated under "Litter."
  - Broken glass is rated under "Glass."
  - Natural debris will not be rated unacceptable unless it presents a safety hazard and is considered an Immediate Attention (i.e. leaves obscuring steps).

## LITTER RATING CRITERIA

### Accumulation

Accumulations of litter can be light, moderate, or heavy. The definitions of light, moderate, and heavy depend on the type of litter found at a site.

Grime, stains, and bird feces on structural features will be deemed light, moderate, or heavy depending on how severely the condition detracts from the appearance of a feature, and how adversely it affects the public's ability to use that feature.

Accumulation of Litter			
	Light	Moderate	Heavy
Man Made Refuse	Fewer than 15 pieces.	15 to 30 pieces.	More than 30 pieces.
Litter baskets and bagged garbage:	Bags, secured, piled, waiting for pickup.	Can overflowing, generally with multiple pieces of litter, less than 6 inches in height.	Can overflowing, generally with multiple pieces of litter, more than 6 inches in height.
Non-bird feces:	1-2 pieces or equivalent.	3-4 pieces or equivalent.	More than 4 pieces or equivalent.
Dumping:	Examples: <ul style="list-style-type: none"> <li>• 1-2 tires,</li> <li>• Small appliance,</li> <li>• Shopping cart,</li> <li>• Small piece of furniture, or</li> <li>• Multiple crates.</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• 3-6 tires,</li> <li>• Large appliance,</li> <li>• Large piece of furniture,</li> <li>• Multiple pieces of small furniture, or</li> <li>• 2-3 shopping carts.</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• 1 abandoned vehicle,</li> <li>• 1 boat,</li> <li>• 1 refrigerator,</li> <li>• More than 6 tires, or</li> <li>• More than 3 shopping carts.</li> </ul>

## Accumulation of Litter

### Number of Problem Areas

An Inspector notes how many areas have light, moderate, or heavy litter. Areas can be the following:

- A distinct area such as a handball court, sidewalk, or MPPA.
- At a playground or small park, a 25 x 25 square foot area or along a 100 foot line.
- In a large park zone, a 50 x 50 square foot area or along a 200 foot line.
- For the litter feature, there can be more than one type and accumulation of litter at a single problem area. For example, OMP
- Inspectors may note conditions for both man-made refuse and nonbird feces in the same problem area.
- At a small site, such as a Greenstreet or a triangle, approximately 25 x 25 square foot in area, or a mall 100 feet long, litter is determined to be light, moderate, or heavy for the site overall.

## LITTER IMMEDIATE ATTENTION HAZARDS

### Priority One

- Serious health hazards, such as syringes, condoms, or dead animals, regardless of size, in a critical area.
- Non-bird feces on safety surface or on any above-grade, high-use feature (i.e. benches or play equipment).
- Bee or wasp hive in an active play area during the spring, summer, or fall inspection seasons.

### Priority Two

- Serious health hazards, such as syringes, condoms, or dead animals, regardless of size, in an active area.
- Standing, fetid water.
- Live rodent sighting or presence of rodent holes. Rodent holes will be exempt from rating in the event that appropriate signage is present to indicate that active baiting is taking place at the site.
- Slip hazard due to the presence of a foreign substance, such as sand or natural debris, in critical or active area.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

Litter Ratings Standards			
	Small Site	Playground/ Small Park	Large Park Zone
(U)	<ul style="list-style-type: none"> <li>Litter is moderate at the site overall.</li> </ul>	<ul style="list-style-type: none"> <li>3 or more areas have moderate litter.</li> <li>1 or more areas have heavy litter.</li> <li>1 or more Priority Two Immediate Attentions for litter are present.</li> </ul>	<ul style="list-style-type: none"> <li>4 or more areas have moderate litter.</li> <li>Litter is heavy in 1 area and moderate or heavy in 1 additional area.</li> <li>2 or more Priority Two Immediate Attentions for litter are present.</li> </ul>
(U/S)	<ul style="list-style-type: none"> <li>Litter is heavy at the site overall.</li> </ul>	<ul style="list-style-type: none"> <li>6 or more areas have moderate or heavy litter.</li> <li>3 or more areas have heavy litter.</li> <li>1 or more Priority One Immediate Attentions for litter are present.</li> </ul>	<ul style="list-style-type: none"> <li>8 or more areas have moderate or heavy litter.</li> <li>4 or more areas have heavy litter.</li> <li>1 or more Priority One Immediate Attentions for litter are present.</li> </ul>

## WEEDS

### WHAT IS RATED

The following are rated under "Weeds:"

- Unsightly vegetation in and around structural features.
- Growth in clay infields of a baseball or softball field.
- Undeveloped areas that are overgrown and encroach onto structural features.
- Weeds that have grown through fences, even if they do not originate from Parks property.

The following are not rated under "Weeds:"

- Overgrown trails in large park zones are rated under "Trails."
- Weed growth in lawns is rated under "Lawns" (for lack of mowing).
- In Greenstreets and in large parks, weed growth in horticultural areas is rated under "Horticultural Areas" (for lack of weeding).

### WEEDS RATING CRITERIA

#### Accumulation

Weeds are considered to be either light, moderate, or heavy in the following accumulations:

Accumulation of Weeds		
Light	Moderate	Heavy
Less than 20% of an area, where weed growth is possible, is infested with weeds.	20% to 50% of an area, where weed growth is possible, is infested with weeds.	More than 50% of an area, where weed growth is possible, is infested with weeds.

## Number of Problem Areas

An Inspector notes how many areas of potential weed growth have light, moderate, or heavy weeds. Areas can be the following:

- A distinct area such as handball courts, sidewalk, or MPPA.
- At a playground or small park, a 25 x 25 square foot area or along a 100 foot line.
- In a large park zone, a 50 x 50 square foot area or along a 200 foot line.
- At a small site, such as a Greenstreet or a triangle, approximately 25 x 25 square feet in area, or a mall 100 feet long, weeds are determined to be light, moderate, or heavy for the site overall.
- Tree pits are not rated as a separate problem area.

## WEEDS IMMEDIATE ATTENTION HAZARDS

### Priority One

- Weed growth that hides or obscures a traffic sign or fire hydrant, or overgrows onto a roadway.

### Priority Two

- Weed growth that obscures lips of sidewalk or steps, creating a trip hazard.
- Hazardous weeds such as poison ivy or plants with thorns that encroach onto structural features.
- Wild mushrooms (that could be poisonous) in any play area.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

Weed Ratings Standards			
	Small Site	Playground/ Small Park	Large Park Zone
(U)	<ul style="list-style-type: none"> <li>• Weeds are moderate at the site overall.</li> </ul>	<ul style="list-style-type: none"> <li>• 3 or more areas have moderate weeds.</li> <li>• 1 or more areas have heavy weeds.</li> <li>• 1 or more Priority Two Immediate Attentions for weeds are present.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 or more areas have moderate weeds.</li> <li>• Weeds are heavy in 1 area and moderate or heavy in 1 additional area.</li> <li>• 2 or more Priority Two Immediate Attentions for weeds are present.</li> </ul>
(U/S)	<ul style="list-style-type: none"> <li>• Weeds are heavy at the site overall.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 or more areas have moderate or heavy weeds.</li> <li>• 3 or more areas have heavy weeds.</li> <li>• 1 or more Priority One Immediate Attentions for weeds are present.</li> </ul>	<ul style="list-style-type: none"> <li>• 8 or more areas have moderate or heavy weeds.</li> <li>• 4 or more areas have heavy weeds.</li> <li>• 1 or more Priority One Immediate Attentions for weeds are present.</li> </ul>

# Structural Features

## BENCHES

### WHAT IS RATED

Benches, as well as bleachers and picnic tables, are rated under "Benches." Chess and checkers tables are rated under "Play Equipment." Borough Maintenance and Operations can remove benches at a site if they have first checked with the Community and received the approval of the Chief of Operations.

The boroughs are responsible for informing OMP when a significant amount of benches have been removed from a park. The borough needs to explain why the benches were removed (i.e. construction) and what future actions are planned. Based on this information, and how much the lack of benches affects the use of a site, OMP will rate the feature accordingly.

### BENCHES RATING CRITERIA

Benches will be rated with respect to the following criteria:

- **Damage**
  - This includes cracks, broken slats or supports, exposed reinforcement bars, and wood-rot.
- **Needing Paint**
  - Benches that require paint will be noted. Exempt from rating are benches with pressure-treated wood.
- **Missing slats**
- **Missing**
  - If benches provide the predominant recreational activity at a site and have been mostly or completely removed, benches will be rated unacceptable.

### BENCHES IMMEDIATE ATTENTION HAZARDS

#### Priority One

- Bleachers that are in danger of collapsing and are greater than four feet in height.

#### Priority Two

- A slat or support which is in danger of collapsing.
- A splintered or damaged slat with sharp edges.
- A bolt which protrudes one quarter inch or more with sharp edges.
- A loose, unsecured slat which can pinch or fall off.
- An exposed reinforcement bar with jagged or sharp edges.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

### Benches Rating Standards

(U)

- 25% or more of the benches are damaged, require paint, or are missing slats.
- 50% of benches at a site have been mostly or completely removed.
- At a playground, small park, or Greenstreets site, 3 or more Priority Two Immediate Attentions for benches are present.
- In a large park zone, 6 or more Priority Two Immediate Attentions for benches are present.

**(U/S)**

- Benches provide the predominant recreational activity at a site and are so unacceptable that they prevent the public from using the site.
- 1 or more Priority One Immediate Attentions for benches are present.

## FENCES

### WHAT IS RATED

All fences at a site are rated. The following are rated under "Fences:" ballfield backstops and team bench fences, temporary fencing (except for plastic mesh safety fencing), and guardrails. Guardrails, unlike other fencing, are not rated unacceptable for rust.

Fence running along railroad tracks, fence along parkways, and fence around concessionaires are the responsibility of other agencies or the concessionaire, and are not rated.

Sneakholes in such fencing are noted in the inspection and do not affect the rating of the site. In the event that temporary fencing separates a playground or other sub-property from a large park zone, the fence can be rated as a feature for both the sub-property and large park zone.

### FENCES RATING CRITERIA

Fences will be rated with respect to the following criteria:

#### Appearance

Fencing, except for guardrails and chain link fence in a natural setting, should not be rusted or in need of painting.

#### Structural Defects

Fencing should not be damaged, missing, or in need of tiebacks or crossbars. Missing crossbars are rated unacceptable only when their absence causes damage to the fencing.

#### Number of Non-Formalized Sneakholes

"Formalized" sneakholes are acceptable as long as they do not create a hazard. A formalized sneakhole is a deliberate opening in the fencing, created by Maintenance and Operations, to allow access to a site.

Sneakholes that are the result of vandalism are unacceptable.

## FENCES IMMEDIATE ATTENTION HAZARDS

#### Priority One

- Sneakhole, or missing fencing, which leaves a drop of four feet or more.
- Missing section of swing safety fencing.
- Unlocked, missing, or damaged fencing that would allow access to critical areas, such as swimming pools (regardless of depth), water bodies, catch basins, water valves, etc.

#### Priority Two

- Sneakhole, or missing fencing, which leaves a drop from two feet to four feet.
- Protruding fencing with sharp edges in an active area. Including safety fencing for swings or the fencing directly adjacent to a sneakhole.
- A trip hazard created by downed sections of fencing in an active area.
- An ankle turn hazard created by missing tie-backs at ground level behind a basketball hoop.
- Fencing that contains barbed wire that is less than eight feet in height.

- Hole in safety fencing, such as backstops, large enough for a moving ball or other object to get through.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

## **Fencing Rating Standards**

**(U)**

- 25% or more of the fencing is rusted or in need of paint.
- 25% or more of the fencing is damaged, missing, or in need of tiebacks or crossbars.
- 3 or more non-formalized sneakholes are present.
- At a playground, small park, or Greenstreets site, 1 or more Priority Two Immediate Attentions for fences are present.
- In a large park zone, 2 or more Priority Two Immediate Attentions for fences are present.

**(U/S)**

- Fences are the predominant feature at a site, and are so unacceptable that they severely detract from the overall appearance of the site.
- 1 or more Priority One Immediate Attentions for fences are present.

## **PAVED SURFACES**

### **WHAT IS RATED**

All hard pavements covering the ground are rated as "Paved Surfaces," excluding sidewalks. Examples of paved surfaces include all non-sidewalk asphalt, cement, hex-block, Belgian block, brick, and cobblestone surfaces.

**Also rated under paved surfaces are drains, utility covers, quick-couplers, stairs, and retaining walls. Basketball courts, asphalt ballfields, tennis courts, handball courts, and bocce court walls are also rated. Boardwalks at beaches are rated under paved surfaces.**

With the exception of footbridges, bridges are not rated for structural condition.

Severely faded sports coating on court areas will be noted under "Paved Surfaces", but will not affect the feature's rating. **Basketball backboards and rims, tennis court nets, and handball walls are rated under "Play Equipment."**

### **PAVED SURFACES RATING CRITERIA**

The paved surface ratings are determined by the percentage of the paved surface suffering from structural deterioration.

Structural deterioration includes severe spalling, chipping paint, missing segments, holes, cracks, protrusions, and uplifts.

The paved surface ratings are also determined by the percentage of paved surfaces that have been patched or blocked-off by Maintenance and Operations.

## **PAVED SURFACES IMMEDIATE ATTENTION HAZARDS**

### **Priority One**

- Missing manhole or drain cover.
- Impalement hazard of six inches or more in height, such as sharp sign post stub.
- Trip hazard of four inches or more in height (vertical difference) in an active area.

- Trip hazard of at least one and half inches on staircase.

## Priority Two

- Trip hazard of one and half inches or more in height (vertical difference) in an active area.
- Trip hazard of four inches or more in height (vertical difference) in an inactive area.
- Section of paved surface where spalling or missing segments have created loose, rubble-strewn, slippery conditions.
- Tree pits or tree lines are four inches or more below the grade of the surrounding paved surface.
- Missing water valve cover.
- Exposed sharp edges or bolts resulting from damage to a quick coupler or water fountain.
- Ankle-turn hazard due to cracks two inches or greater in width in courts or MPPA.
- Ankle-turn hazard due to missing expansion joint fill material in handball court joints.
- A problem with the retaining wall or shoreline surrounding a water body creates a trip or fall hazard into a water body.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

## Paved Surface Rating Standards

(U)

- 25% or more of the paved surface suffers from structural deterioration.
- 75% or more of the paved surface has been patched or blocked off by Maintenance and Operations.
- At a playground, small park, or Greenstreets site, 1 or more Priority Two Immediate Attentions for paved surfaces are present.
- In a large park zone, 2 or more Priority Two Immediate Attentions for paved surfaces are present.

(U/S)

- Paved surfaces are the predominant feature at a site, and are so unacceptable that they severely detract from the overall appearance or use of the site.
- 1 or more Priority One Immediate Attentions for paved surfaces are present.

## PLAY EQUIPMENT

### WHAT IS RATED

All equipment in a park or playground intended for use by children at play, or for recreational use by teenagers and adults is rated as "Play Equipment." This includes traditional play equipment such as slides and swings, Timberform and modular adventure play equipment, handball walls and basketball backboards and rims, bocce courts and sandboxes, exercise equipment, goal posts on athletic fields and tennis court nets (except during the winter). Three-dimensional animal art surrounded by safety surface is also rated. Structures not meant for play such as art installations, statues, and memorials are not rated.

Play equipment found on beachfronts, such as volleyball courts, will also be rated under play equipment.

### PLAY EQUIPMENT RATING CRITERIA

Play equipment will be rated with respect to two criteria:

#### Structural Deterioration

Structural deterioration for play equipment includes rust, rot, splintering, dents, and peeling or chipped paint. Structural deterioration is considered to be either light, moderate, or heavy for any given piece of play equipment in the following accumulations:

**Light** Less than 20% affected.

**Moderate** 20% to 50% affected.

**Heavy** More than 50% affected.

## **Structural Deterioration of Play Equipment**

### **Usability**

A piece of play equipment is usable if it is in good working order, is not blocked-off, and has not been either partially or wholly removed.

Gaps created by loose bolts, which present a pinch hazard, on adventure wheels will be flagged as a Pre-Immediate Attention by the Inspector.

## **PLAY EQUIPMENT IMMEDIATE ATTENTION HAZARDS**

### **Priority One**

- Fall hazards from a height of four feet or more due to:
  - Damaged or missing guardrails/ barriers on play equipment.
  - Damaged, loose, or missing climbing apparatus or sliding pole in danger of detaching from play equipment.
  - Rotted and/or uneven Timberform.
- Severe laceration or impalement hazards due to:
  - Sharp protrusions one inch or more in length.
- Hazard where users are in motion and cannot readily stop themselves. Examples include the following:
  - Pronounced gap or protrusion on the slide platform or bed, due to damage or structural deterioration that creates an entanglement, laceration, or impalement hazard.
  - Swing or cargo net with any open hooks, chains, or yokes.
  - Any hooks, chains, or yokes link that are more than two thirds worn through.
  - Entire apparatus or substantial components in danger of collapsing or breaking away.

### **Priority Two**

- Fall hazards from a height of two and half to four feet due to:
  - Damaged or missing guardrails/barriers on play equipment.
  - Rotted, uneven Timberform.
  - Missing, loose, or damaged equipment, such as suspended rings.
- Cut, scrape and laceration hazards due to:
  - Exposed metal on swing with sharp or jagged edges.
  - Sharp, protruding screw, bolt, or nail; any bolt on play equipment with more than two threads protruding.
  - Jagged, splintered wood.

- Hazards where a user is in danger of having an appendage caught or pinched. Examples include the following:
  - Planks on adventure platforms which are loose and pinch together.
  - A gap or opening in the fulcrum of a see-saw resulting from damage or deterioration to the see-saw where fingers could be caught or pinched.
  - Any hooks, chains, or yokes that are one third worn-through.
  - Gaps between panels on a spiral slide causing an entanglement hazard.
  - Gaps created by loose bolts.
  - Cracks in plastic cargo nets.
- Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

## PLAY EQUIPMENT CAPITAL DESIGN ISSUES

- Play equipment at a site will be flagged for capital design when Pipe-Form play equipment (i.e. monkey bars) or Fulcrum See-Saws are present at the site.
- Play equipment at a site will be flagged for capital design when there are fall hazards from a height of four feet or more on Timberform play equipment.
- Play equipment at a site will be flagged for capital design when there are overlapping use zones between play stations or hazardous placement of play equipment.
- Gaps on top of traditional slides will be flagged as a capital design issue.

## Play Equipment Rating Standards

(U)

- 50% or more of the play equipment exhibits moderate structural deterioration.
- Any 1 piece of play equipment exhibits heavy structural deterioration.
- One-third or more of the play equipment intended for the site is no longer usable, except when play equipment is limited to Chess and Checkers tables.
- At any site, 1 or more Priority Two Immediate Attentions are present.

(U/S)

- Two-thirds of all play equipment at a particular site is unusable, except when play equipment is limited to Chess and Checkers tables.
- 1 or more Priority One Immediate Attentions for play equipment are present.

## SAFETY SURFACE

### WHAT IS RATED

All materials under and around play equipment whose purpose is to protect against injuries due to falls are rated under "Safety Surface." This includes poured-in-place safety surface, interlocking and sectional rubber matting, as well as loose-fill materials such as wood chips and sand.

In large parks, a bed of wood chips should surround exercise equipment. This bed of wood chips will be rated under safety surface.

### SAFETY SURFACE RATING CRITERIA

Safety surface ratings are determined by the percentage of the safety surface that is in disrepair. Disrepair includes safety surface that is damaged, worn, or uplifted; that has missing or protruding plugs; or that has metal anchors with missing rubber caps.

The severity of a hazard often depends on whether it is located in a critical or non-critical area of the safety surface. A critical area of the safety surface is generally within six feet of play equipment, whereas a non-critical area is considered the periphery of the safety surface.

## **SAFETY SURFACE IMMEDIATE ATTENTION HAZARDS**

### **Priority One**

- One square foot or more of exposed concrete, asphalt, or compacted earth in a critical area of the safety surface at a playground resulting from the following:
  - Missing section of rubber matting.
  - Hole due to worn-away poured-in-place safety surface.
  - Hole due to washed-away sand or wood chips.
  - Nail at grade or protruding in any critical area of the safety surface.

### **Priority Two**

- Less than one square foot of exposed concrete, asphalt, or compacted earth in a critical area of the safety surface at a playground.
- Two or more instances in non-critical areas of the safety surface at a playground of any of the following:
  - Missing section of rubber matting.
  - Hole due to worn-away poured-in-place safety surface.
  - Hole due to washed-away sand or wood chips.
- Insufficient or missing loose-fill material around exercise equipment in a large park.
- Uplift of one and half inches or more in height, in any area other than in inaccessible areas under the play equipment.
- Two or more instances of safety surface separated two inches or more in width, in any area other than in inaccessible areas under the play equipment.
- Bolt or exposed metal plug at grade or protruding in any critical area of the safety surface.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

## **SAFETY SURFACE CAPITAL DESIGN ISSUES**

- Safety surface at a site will be flagged for capital design when the safety surface around the play equipment does not cover the equipment's entire use-zone. (A use zone is defined as the area that covers six feet or more from all play equipment.)
- Safety surface at a site will be flagged for capital design when a manhole cover or grate at the grade of the safety surface is exposed.

### **Safety Surface Rating Standards**

**(U)**

- 25% or more of the safety surface at the site is in disrepair.
- 1 or more Priority Two Immediate Attentions for safety surface are present.

**(U/S)**

- 1 or more Priority One Immediate Attention for safety surface is present.

## **SIDEWALKS**

### **WHAT IS RATED**

All sidewalks adjoining perimeter roads are rated, including sidewalks made of concrete, asphalt, brick or block pavers. Curbs, drains, and utility covers on or adjacent to the sidewalk are also rated.

Belgian blocks and tree pits between the sidewalk and the street or the sidewalk and the perimeter fence are rated under "Paved Surfaces."

### **SIDEWALKS RATING CRITERIA**

Sidewalk ratings are determined by the percentage of the sidewalk suffering from structural deterioration. Structural deterioration for sidewalks includes severe spalling, missing segments, holes, cracks, protrusions, and uplifts.

Inspectors will note the percentage of sidewalk that has been patched or blocked-off by Maintenance and Operations.

### **SIDEWALKS IMMEDIATE ATTENTION HAZARDS**

#### **Priority One**

- Missing manhole or drain cover.
- Impalement hazard of four or more inches, such as a sharp sign post stub.
- Severe trip hazard of four or more inches in height (i.e. uplifted section, missing section, etc.).

#### **Priority Two**

- Trip hazard of at least one and half inches (i.e. uplifted section or crack).
- Section of sidewalk where spalling or missing sections have created loose, rubble-strewn, slippery conditions.
- Missing valve cover.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

### **Sidewalk Rating Standards**

#### **(U)**

- 25% or more of the sidewalk suffers from structural deterioration.
- 75% or more of the sidewalk has been patched or blocked off by Maintenance and Operations.
- At a playground, small park, or Greenstreets site, 1 or more Priority Two Immediate Attentions for sidewalks are present.
- In a large park zone, 2 or more Priority Two Immediate Attentions for sidewalks are present.

#### **(U/S)**

- • Sidewalks are the predominant feature at a site, and are deemed unacceptable for the entire site because they severely detract from the overall appearance or public use of the site.
- • 1 or more Priority One Immediate Attentions for sidewalks are present.

## Landscape Features

### ATHLETIC FIELDS

#### WHAT IS RATED

All areas designated for active recreational use are rated as "Athletic Fields." Some examples of athletic fields include baseball, cricket, football, and volleyball fields. It also includes multi-use athletic fields, artificial turf fields, running tracks, and the clay infields of turf ballfields. Athletic fields are usually identified by boundary lines, goalposts or backstops.

The following are not rated under "Athletic Fields:"

- Asphalt ballfields are rated under "Paved Surfaces."
- Lawns that are not designated for active recreational use are rated under "Lawns."
- Backstops and dugout fencing at ballfields are rated under "Fences."
- Unsightly vegetation in clay infields is rated under "Weeds."

#### ATHLETIC FIELDS RATING CRITERIA

Grass or dirt athletic fields are classified as either A, B, or C athletic fields, and are rated using slightly different standards depending on their classification.

- "**A**" **athletic fields** are all athletic fields that are regularly irrigated and have controlled usage. "A" athletic fields are unacceptable when they are overgrown (over five inches), rutted/eroded/uneven, bare, or browned-out.
- "**B**" **athletic fields** are all non-irrigated baseball and softball fields. "B" athletic fields are unacceptable when they are overgrown (over five inches), rutted/eroded/uneven, or bare.
- "**C**" **athletic fields** are all non-irrigated soccer, cricket, football, volleyball, and multi-use athletic fields. "C" athletic fields are unacceptable when they are overgrown (over five inches) or rutted/eroded/uneven. "C" athletic fields are not rated for bareness.

Artificial turf fields, running tracks, and the clay infields of turf ballfields will be rated for structural deterioration and potential hazards. Track or field conditions will be determined by assessing the percentage of structural deterioration.

Examples include the presence of divots, holes, uplifts, and missing sections.

#### ATHLETIC FIELDS IMMEDIATE ATTENTION HAZARDS

##### Priority One:

- A hole, one foot or more in diameter and one foot or more in depth, in an active area.
- An uplift, divot, or missing section creating an vertical difference of at least four inches in height.

##### Priority Two

- A hole, one foot or more in diameter and one foot or more in depth, in an inactive area.
- A hole less than one foot in width or less than one foot in depth.
- An uplift, divot, or missing section creating a trip hazard of at least one and half inches in height.
- An uneven surface in an active area creating an ankle turn hazard.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

## **Athletic Fields Rating Standards**

**(U)**

- 25% or more of the A or B athletic fields are bare.
- 25% or more of synthetic turf fields have missing or damaged sections
- 50% or more of the A, B, or C athletic fields are unacceptable (see Ratings Criteria).
- Playgrounds cited for 1 or more Priority Two Immediate Attentions for athletic fields.

**(U/S)**

- Grass that is greater than 1 foot in height.
- Athletic fields are the predominant feature, and severely detract from the overall appearance or use of a site.
- Athletic fields cited for 1 or more Priority One Immediate Attentions.

## **HORTICULTURAL AREAS**

### **WHAT IS RATED**

All ornamental planted areas are rated under "Horticultural Areas." This includes areas planted with shrubs, vines, and flower beds. Horticultural plantings in small parks and playgrounds, such as Greeting Gardens, are also rated under horticultural areas. Above-ground planters and pots are not rated for bareness during the winter inspection season. Mulch levels and empty tree pits are noted, but do not affect the feature rating. Inspectors also note when tree rescue or plant deadheading needs to be performed.

### **HORTICULTURAL AREAS RATING CRITERIA**

Horticultural areas will be rated with respect to the following criteria:

#### **Dead or dying**

Horticultural areas, especially at Greenstreets sites, should be regularly watered.

#### **Weed Infestation**

Weeds are unsightly, and pose a threat to ornamental plantings.

#### **Bareness**

Horticultural areas should not be bare, except in the winter and in areas normally planted with annuals.

#### **General Maintenance**

Horticultural areas should be free from damage and broken fencing.

#### **Soil Condition**

Soil should not be severely compacted or eroded.

## **HORTICULTURAL AREAS IMMEDIATE ATTENTION HAZARDS**

### **Priority One**

- Shrubs or vines that obscure a traffic sign.

### **Priority Two**

- Shrubs or vines in an active area that protrude at or near eye level (three to six feet).

- A hole, one foot or more in diameter and one foot or more in depth.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

## **Horticultural Areas Rating Standards**

**(U)**

- 25% or more of the plants or 25% or more of the horticultural area are unacceptable (See Ratings Criteria).
- A small park or Greenstreets site is sited for 1 or more Priority Two Immediate Attentions.
- A large park zone is cited for 2 or more Priority Two Immediate Attentions are present.

**(U/S)**

- A Greenstreets site at which 50% or more of the plants or 50% or more of the horticultural area are cited for violations (see Rating Criteria).
- Horticultural areas which are so prominent and so unacceptable that they severely detract from the overall appearance of the site.
- A horticultural area cited for 1 or more Priority One Immediate Attentions.

## **LAWNS**

### **WHAT IS RATED**

In playgrounds and small parks, all areas not designated for active recreational-use where grass, shrubs, or horticultural plantings do or should exist are rated under "Lawns." Turf ballfields are rated under "Athletic Fields."

In large park zones, all areas that are designed for passive use where grass does or should exist are rated as "Lawns." Ballfields and other active recreational-use fields are rated under the feature "Athletic Fields." Horticultural plantings in large parks are rated under the feature "Horticultural Areas."

At Greenstreets sites, horticultural plantings are also rated under "Horticultural Areas." Horticultural plantings in playgrounds and small parks are rated under "Lawns" for the sake of consistency with past ratings, and because it is often difficult to distinguish between lawns and horticultural areas at small sites.

### **LAWNS RATING CRITERIA**

Lawns are classified as either "A" or "B" lawns, and are rated using slightly different standards depending on their classification.

- **"A" lawns** have irrigation and their usage is controlled. "A" lawns are unacceptable when they are improperly mowed, when a lawn is more than five inches in height, rutted/eroded/uneven, weed-infested, browned-out, or bare.
- **"B" lawns** are all non-irrigated lawns. "B" lawns are unacceptable when they are overgrown (over six inches), rutted/eroded/uneven, or bare.

### **LAWNS IMMEDIATE ATTENTION HAZARDS**

#### **Priority One**

- A hole, one foot or more in diameter, one foot or more in depth, in a high-traffic area.

## **Priority Two**

- A hole, one foot or more in diameter and one foot or more in depth, in a low-traffic area.
- A hole less than one foot in diameter or less than one foot in depth.
- Trip hazard created by a lawn four inches below the grade of an adjacent paved surface in an active area.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

## **Lawns Rating Standards**

**(U)**

- For "A" lawns, 10% or more of the lawns are bare.
- For "B" lawns, 25% or more of the lawns are bare.
- For "A" lawns, 20% or more of the lawns are unacceptable (see Ratings Criteria).
- For "B" lawns, 50% or more of the lawns are unacceptable (see Ratings Criteria).
- Excessive desire lines detract from the overall appearance of an area of the site.
- For playgrounds, small parks, and Greenstreets sites, 1 or more Priority Two Immediate Attentions for lawns are present.
- For large park zones, 2 or more Priority Two Immediate Attentions for lawns are present.

**(U/S)**

- Lawns are the predominant feature at a site, and are so unacceptable that they severely detract from the overall appearance of the site.
- 1 or more Priority One Immediate Attentions for lawns are present.

## **TRAILS**

### **WHAT IS RATED**

All unpaved paths in a natural area that are mapped, signed, marked, or otherwise formalized are rated under "Trails." A trail is considered formalized if it is sufficiently wide and easily discernable from the surrounding natural area. A desire line formalized by repeated public use will be rated for trail maintenance under trails.

Cleanliness issues in natural areas are rated under the cleanliness features, i.e., graffiti, glass, ice and litter.

Overgrown trails, however, are rated under trails. They are not rated under weeds. Cleanliness issues in natural areas, such as abandoned vehicles, are always rated if observed. Paved paths through natural areas that have been intentionally allowed to deteriorate are rated under trails, rather than under paved surfaces.

Trails may be made of dirt, gravel, slate or woodchips. Infrastructure along trails, including cribbing, drains, and footbridges, is also rated.

## TRAILS RATING CRITERIA

Trails will be rated in respect to the following criteria:

### Overgrowth

Trails should not be blocked by brambles, vines, limbs, and other growth.

### Erosion

Trails should not be flooded, eroded or full of water.

## TRAILS IMMEDIATE ATTENTION HAZARDS

### Priority One

- Erosion or some other condition affecting a trail that is adjacent to a steep slope and posing a serious fall hazard.
- Missing section of trail or footbridge posing a serious fall hazard.

### Priority Two

- A large hole creating a serious trip hazard.
- Hazardous weeds such as poison ivy or plants with thorns encroaching onto that trail path.
- Four inch trip hazard of any kind existing anywhere on the trail.
- 

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

## Table 20: Trails Rating Standards

### (U)

- 3 or more instances where the trail is made impassible by branches, fallen trees, or plant growth.
- • 3 or more instances of serious rutting, erosion, or pooling water.
- • 2 or more Priority Two Immediate Attentions cited for trails.

### (U/S)

- Trails are the predominant feature, and are so unacceptable that they severely inhibit the public's ability to use the site.
- • 1 or more Priority One Immediate Attentions cited for trails.

## TREES

### WHAT IS RATED

Tree issues are mainly rated in active areas, such as paved paths and play areas. Dead trees are rated in active and inactive areas, but are not rated in natural/undeveloped areas. Trees in or around paved paths are rated for low hanging branches that inhibit use of the path, in addition to dead or dangling limbs that present a danger to pathway users.

### Dangling Limbs

Any dangling limb that appears from the vantage point of the Inspector, to be greater than six feet in length and two inches in diameter will be considered large, and will be rated as a Priority One Immediate Attention. Any dangling limb that appears from the vantage point of the Inspector, to be less than six feet in length and two inches in diameter will be considered small, and will be rated as a Priority Two Immediate Attention.

## **Dead Limbs**

Any dead limb over an active area that appears, from the vantage point of the Inspector, to greater than six feet in length and two inches in diameter will be rated as a Priority Two Immediate Attention.

## **Dead Trees**

Standing dead trees, except in natural areas, should be removed.

## **Protruding Tree Stumps**

Protruding tree stumps in active areas are rated as potential trip or impalement hazards.

## **TREES IMMEDIATE ATTENTION HAZARDS**

### **Priority One**

- Large dangling limbs appearing to be in danger of falling onto an active area.
- Branches that hides or obscures a traffic sign.
- A sharp tree stump that is six or more inches in height in an active area and present an impalement hazard.

### **Priority Two**

- A dead limb that appears to be in danger of falling onto an active area.
- A small dangling that appears to be in danger of falling onto an active area.
- A branch, from a mature tree, that is at eye level (three to six feet) and located in an active area.
- A trip hazard created by a tree stump which is four or more inches in height and in an active area.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

## **Trees Rating Standards**

### **(U)**

- At a site with 1 to 5 trees: 1 dead tree is present or 1 tree has non-hazardous, low-hanging branches.
- At a site with 6 to 10 trees: 2 dead trees are present or 2 trees have non-hazardous, low-hanging branches.
- At a site with more than 10 trees: 3 or more dead trees are present or 3 or more trees have non-hazardous, low hanging branches.
- At a small park, playground, or Greenstreets site, 1 or more Priority Two Immediate Attentions for trees are present.
- In a large park zone, 1 Priority One or 2 or more Priority Two Immediate Attentions for trees are present.

### **(U/S)**

- Trees are the predominant feature at a site, and are so unacceptable that they severely detract from the overall appearance of the site.
- 1 or more Priority One Immediate Attentions for trees are present in a small park or Greenstreet, or 2 or more Priority One Immediate Attentions for trees are present in a large park zone.

## **WATER BODIES**

### **WHAT IS RATED**

All natural and man-made bodies of water in a park, including lakes, rivers, reflecting pools, and decorative fountains, are rated. If a water body borders on a large park zone, the shore of the water body and the part of the water body visible from the zone will be rated. Debris and refuse in water bodies and on beachfronts are rated under "Litter."

Retaining walls of water bodies and structural elements of fountains are rated under paved surfaces.

Outdoor public pools and wading pools are not rated. If an entire water body resides in a single large park zone, it will be rated as a single problem area.

**OMP inspects for the presence of signs and ice rescue ladders at all water bodies during periods of potential freeze (from December 1 to April 1). At least one ice rescue ladder should be available every 400 feet of accessible shoreline.**

### **WATER BODIES RATING CRITERIA**

Water bodies will be rated in respect to the following criteria:

#### **Algae Infestation**

Algae covering the surface of a water body is rated.

#### **Plant Growth**

Plant growth in non-functioning decorative fountains is rated as weeds.

## **WATER BODIES IMMEDIATE ATTENTION HAZARDS**

### **Priority One**

- No danger signs are posted along with ice rescue equipment at water bodies during the winter season.
- Ice rescue ladders are improperly stored, (i.e. affixed to their posts, in a manner that would detract from the public's ability to use the ladders in an emergency).
- An ice rescue ladder is not available every 400 feet of accessible shoreline.

Hazardous conditions not explicitly listed above may be flagged as Immediate Attentions by an Inspector.

### **Water Bodies Rating Standards**

**(U)**

- More than 50% of the water body is infested with algae.

**(U/S)**

- Water bodies are the predominant feature at site and are so unacceptable that they severely detract from the overall appearance of the site.
- 1 or more Priority One Immediate Attentions for water bodies are present.

## COMFORT STATION INSPECTION PROGRAM

Since August 2004, OMP has administered the Comfort Station Inspection Program (CSIP) as an additional way of evaluating the agency's overall performance. Prior to the implementation of CSIP, OMP Inspectors had tracked comfort stations as a park element under the Parks Inspection Program (PIP). This only provided Maintenance and Operations personnel with baseline information regarding comfort station conditions. Comfort stations provide an important service to the public. As such, CSIP takes a more comprehensive and structured approach to evaluating comfort stations, and assigns a rating to each facility that is inspected. This is designed to hold borough personnel more accountable for the condition of the facilities under their care.

Comfort stations are rated "Acceptable" or "Unacceptable" for their overall condition. Four primary features are rated: amenities, graffiti, litter, and structural. Comfort stations are considered unacceptable in their overall condition if the facility is closed during hours of operation, does not meet standards of cleanliness, lacks amenities, suffers from significant structural deficiencies, or any combination of these.

Comfort station inspections occur simultaneously with PIP inspections – there is not a separate sort to determine selection of facilities. The overall condition rating for the comfort station has no bearing, positive or negative, on the PIP rating for an adjoining park or playground. However, comfort station inspection information and ratings are published alongside the PIP report and reported at upper level management meetings.

CSIP provides Parks & Recreation management with a broad indicator of the condition of the agency's comfort stations.

The program serves three important goals:

- To hold the agency to a higher level of accountability for the condition of the comfort stations in its parks and playgrounds;
- To help Parks & Recreation allocate resources to target problem areas; and
- To help improve overall conditions for the public.

### What is Inspected at a Site?

A comfort station is defined as a facility that contains both a men's and a women's restroom, and is owned and maintained by Parks & Recreation. A complete comfort station inspection includes the inspection of both the men's and women's restrooms.

Inspections include all fixtures, walls, floors, ceilings, and amenities. The comfort station will be rated for litter and graffiti found inside the comfort station. Cleanliness issues that are found on the outside of the comfort station are rated within the purview of PIP.

### Immediate Attention Hazards

A feature is flagged for "Immediate Attention" when one or more hazards are present in a single restroom. All features can be flagged for Immediate Attention. The following are the two levels of Immediate Attention hazards:

#### Priority One:

- The hazard presents the chance of a life-threatening or permanently-debilitating injury.

- A single Priority One Immediate Attention will fail the feature rating, as well as the overall condition rating for a single restroom and the overall condition of the comfort station.

## **Priority Two**

- The hazard presents the chance of a slight to serious injury.
- Graffiti that depicts hate speech or profanity.
- A single Priority Two Immediate Attention will fail the feature rating for a single restroom, and the overall feature rating for the comfort station. However, it will not necessarily fail the overall condition rating for a single restroom, and the overall condition rating of the comfort station.

## **Ratings:**

Ratings are given for each men's and women's restroom during a comfort station inspection. Each restroom is rated for four comfort station features (Litter, Graffiti, Amenities, and Structural) and is assigned a restroom condition rating of "Acceptable" or "Unacceptable." In addition, each comfort station will receive an overall rating for each of the four features, and will also receive an overall condition rating for the entire comfort station.

### **Restroom Feature Rating**

The men's and women's restrooms are rated separately. Each restroom will receive an individual feature rating for amenities, graffiti, litter, and structural. A feature can be rated either acceptable (A), unacceptable (U), or very unacceptable (U/S) based on the ratings for each feature.

Restroom features will not be rated (N), in restrooms that are found closed. Any of the following will cause the restroom feature rating to be unacceptable:

- If an Inspector finds a single Priority One Immediate Attention in a restroom, the restroom feature rating will be very unacceptable (U/S or "Unacceptable/Site").
- If an Inspector finds a single Priority Two Immediate Attention in a restroom, the restroom feature rating will be unacceptable (U).

### **Restroom Overall Condition Rating**

The restroom condition rating is determined to be acceptable or unacceptable depending on the ratings of the four restroom feature ratings.

Any of the following will cause the restroom condition rating to be unacceptable:

- If the restroom is closed. Restrooms will not be rated (N) in comfort stations that are officially closed for the season or closed for construction.
- If an Inspector notes two or more unacceptable (U) features in a restroom.
- If an Inspector notes one or more very unacceptable (U/S or "Unacceptable/Site") features in a restroom.

## **Overview of the Program**

### **Comfort Station Feature Rating**

In addition to each restroom feature ratings, the entire comfort station will receive a comfort station feature rating for each of the four inspection features. Each comfort station feature can

be rated either acceptable (A), unacceptable (U), or very unacceptable (U/S) based on each restroom feature rating.

Any of the following will cause the comfort station feature rating to be unacceptable:

- If an Inspector notes a restroom feature failure for both the men's and women's restroom, the comfort station feature rating will receive an unacceptable (U) for the entire comfort station. For example, if the restroom feature rating for graffiti is unacceptable (U) in both men's and women's restrooms, the comfort station feature rating for graffiti will be rated as unacceptable (U).
- A comfort station feature rating will be unacceptable (U) when a Priority Two Immediate Attention is found in a single restroom. For example, if an Inspector notes inappropriate storage in the women's restroom, the comfort station feature rating for litter will be unacceptable (U).
- If an Inspector notes a very unacceptable (U/S or "Unacceptable/ Site") restroom feature rating, the comfort station feature rating for that feature will be found very unacceptable (U/S or "Unacceptable/ Site"). For example, if an Inspector notes inadequate lighting in the men's restroom, a Priority One Immediate Attention, the comfort station feature rating for structural will be rated as very unacceptable (U/S or "Unacceptable/Site").
- The comfort station feature rating for amenities is based on the total number of missing amenities for the entire comfort station, not the individual restroom. For example, if there are no paper towels in the women's restroom the comfort station feature rating for amenities will be unacceptable (U). If an Inspector notes missing liquid soap and paper towels in both restrooms, totaling four issues, the comfort station feature ratings for amenities will be very unacceptable (U/S or "Unacceptable/Site").
- If one restroom is closed, but the other restroom is open, the comfort station feature ratings will be determined by the condition of the open restroom.

## FEATURES

### Comfort Station Overall Condition Rating

The comfort station overall condition rating is determined to be acceptable or unacceptable depending on either the restroom condition ratings or comfort station feature ratings. Any of the following will cause a comfort station overall condition to be unacceptable:

- If at least one restroom is closed. This excludes comfort stations that are seasonal or closed for construction.
- If at least one restroom condition rating is unacceptable. For example, if the women's restroom condition rating is unacceptable (U), then the comfort station overall condition will be unacceptable (U).
- If two comfort station feature ratings are found to be unacceptable (U). For example, if both graffiti and litter are found to be unacceptable the comfort station, overall condition rating will be unacceptable (U).
- If an Inspector notes a very unacceptable (U/S) for a comfort station feature rating. For example, if structural is found to be very unacceptable, then the comfort station overall condition rating will be unacceptable (U).

## **AMENITIES**

### **WHAT IS RATED:**

The following amenities are inspected in the comfort station: toilet paper, paper towels or hand dryers, and liquid hand soap. Soap dispensers, soap globes, and toilet paper and paper towel dispensers will be rated under the structural feature.

### **RATING STANDARDS:**

**All comfort stations are expected to provide basic amenities to park users. A comfort station restroom will be considered unacceptable if any of the following conditions exists at the time of the inspection:**

- There is no liquid hand soap present. (Bar soap is not an acceptable alternative to liquid soap.)
- There are no paper towels or working hand dryer.
- At least 50% of the stalls do not have toilet paper.

## **GRAFFITI**

### **Restroom Amenities Rating Standards**

**(U)**

- If 1 of the above conditions exists in either restroom.

### **Comfort Station Amenities Rating Standards**

**(U)**

- If 1 of the above conditions exists in either restroom.

**(U/S)**

- If a total of 4 of the above conditions exist for the entire comfort station.

### **WHAT IS RATED:**

All spray paint, permanent markers, stickers, crayon, and adhesive posters that have been illegitimately applied or affixed to any surface within the comfort station are rated as graffiti. All markings on the outside of the comfort station will be rated as part of the Parks Inspection Program.

### **RATING CRITERIA:**

Graffiti will be rated based on the total square footage of each room.

### **IMMEDIATE ATTENTION HAZARDS:**

#### **Priority Two**

- Graffiti that depicts hate speech or profanity.

### **AGENCY GRAFFITI POLICY**

For more information on the agency's graffiti policy please see "Official Inspection Standards", under cleanliness section for "Agency Policy on Graffiti."

## **Restroom Graffiti Rating Standards**

**(U)**

- If there is at least 10 square feet of graffiti in a single restroom.
- 1 or more Priority Two Immediate Attentions for graffiti are present.

**(U/S)**

- If there is greater than 20 square feet of graffiti in a single restroom.

## **Comfort Station Graffiti Rating Standards**

**(U)**

- If there is at least 15 total square feet of graffiti for the entire comfort station.

**(U/S)**

- If there is greater than 25 total square feet of graffiti for the entire comfort station.

## **LITTER**

### **WHAT IS RATED:**

The following are rated under litter: refuse that has been discarded somewhere other than in a proper garbage bag or receptacle; equipment stored within the comfort station; the condition of garbage cans and garbage bags awaiting pick-up; large quantities of natural debris; bird and non-bird feces within the comfort station; grime; health hazards such as condoms, syringes, or fetid water; and the sighting of any rodents, cockroaches, or flies within the comfort station.

### **RATING CRITERIA:**

Accumulations of litter can be light, moderate, or heavy. The definitions of a particular accumulation depend on the type and amount of litter found:

### **IMMEDIATE ATTENTION HAZARDS:**

#### **Priority One**

- Serious health hazards such as syringes, dead animals, or condoms within the comfort station.
- Broken glass anywhere within the comfort station.
- Bee or wasp hive.

### **Comfort Station Litter Rating Criteria**

#### **Man Made Refuse**

**Light** - Fewer than 5 pieces.

**Moderate** - 6-10 pieces.

**Heavy** - More than 11 pieces.

#### **Garbage cans and bagged garbage**

- Bags, secured, piled, waiting for pickup.
- Can overflowing, generally with multiple pieces of litter, less than 6 inches in height.
- Can overflowing, generally with multiple pieces of litter, more than 6 inches in height.

**Feces and grime**

- 1-2 areas (1 square foot).
- 3-4 areas. More than 4 areas.

**Natural Debris**

- Lightly scattered. Moderate amount evenly distributed.
- Large amount densely concentrated.

**Immediate Attention Hazards****Priority One**

- Inappropriately stored objects that present a serious safety hazard. Examples include, but are not limited to: gasoline cans, rock salt, cleaning agents, sharp clippers, and any objects that obstruct the exit to a comfort station.

**Priority Two**

- Less serious health hazards such as standing fetid water or the sighting of a cockroach, rodent, or other animal, or evidence of infestation such as a large number of ants or a fly strip covered with flies.
- Foul odor emanating from the comfort station.
- Inappropriately stored objects that present a less serious safety hazard. Examples include, but are not limited to: buckets, brooms, shovels, weed whackers, leaf blowers, and shopping carts.

**Restroom Litter Rating Standards****(U)**

- 1 or more categories of litter are found to be moderate in a

**(U/S)**

- 1 or more categories of litter are found to be heavy in a single restroom.
- 1 or more Priority One Immediate Attentions for litter are present.

**Comfort Station Litter Rating Standards****(U)**

- 1 or more Priority Two Immediate Attentions for litter are present.

**(U/S)**

- 1 or more categories of litter are found to be heavy.
- 1 or more Priority One Immediate Attentions for litter are present.

**STRUCTURAL****WHAT IS RATED:**

The following is rated under structural features: ceilings, fixtures, floors and walls. Structural features should be in good repair. Additionally, paint should be uniform in color, applied evenly in all areas of the comfort station, and be devoid of chipping.

## Comfort Station Structural Features:

### What is Rated:

#### Ceilings

All ceilings, inclined roofs, and skylights. Rated for water damage, paint, cracks, holes, leaks, dents, and ceiling tiles that are missing, misaligned, or otherwise damaged.

#### Fixtures

All toilets, urinals, sinks, lights, toilet paper dispensers, paper towel dispensers, mirrors, and changing tables. Rated for cracks, chipping, constantly running water, clogging, being out of order, or otherwise damaged.

#### Floors

All floors, stairs, and ramps inside the comfort station. Rated for cracks, missing floor tiles, uneven flooring, holes, broken or loose tiles, pooling water, clogged floor drains, cracking or loose grout, damaged stairs, and water damage.

#### Walls

All doors, stall panels, and stall doors. Rated for water damage, paint condition, cracks, holes, leaks, dents, unfinished areas, or other damage.

### RATING STANDARDS:

The amount of damage to, or extent to which a feature is missing, any of the features will be deemed light, moderate, or heavy based upon the following:

### Comfort Station Structural Rating Criteria

#### ➤ Walls

- **Light** Less than 10% missing, deteriorated, damaged, or in poor repair.
- **Moderate** 10-25% missing, deteriorated, damaged, or in poor repair.
- **Heavy** More than 25% missing, deteriorated, damaged, or in poor repair.

#### ➤ Ceilings

- **Light** Less than 10% missing, deteriorated, damaged, or in poor repair.
- **Moderate** 10-25% missing, deteriorated, damaged, or in poor repair.
- **Heavy** More than 25% missing, deteriorated, damaged, or in poor repair.

#### ➤ Floors

- **Light** Less than 10% missing, deteriorated, damaged, or in poor repair.
- **Moderate** 10-25% missing, deteriorated, damaged, or in poor repair.
- **Heavy** More than 25% missing, deteriorated, damaged, or in poor repair.

#### ➤ Fixtures

- **Light** Less than 10% missing, deteriorated, damaged, or in poor repair.
- **Moderate** 10-25% missing, deteriorated, damaged, or in poor repair.
- **Heavy** More than 25% missing, deteriorated, damaged, or in poor repair.

## IMMEDIATE ATTENTION HAZARDS

### Priority One

- Four or more inches of vertical difference (i.e. uplifted section, crack, hole, and sunken area).
- Exposed wiring from an electrical fixture.
- Poor or insufficient lighting as a result of missing or inoperative light bulbs in comfort stations.

### Priority Two

- One and half inches or more of vertical difference (i.e. uplifted section, crack, hole, or sunken area).
- Missing drain / water valve cover.
- Laceration hazard due to cracked fixture.
- If a comfort station appears to be compliant with the Americans with Disabilities Act (ADA) standards for accessible design, none of the required amenities can be damaged or missing (i.e., railings next to urinal or toilet, lowered hand dryer, sink, etc.).

## Restroom Structure Rating Standards

### (U)

- 1 or more categories are found to be moderate.
- 1 or more Priority Two Immediate Attentions are found.
- More than 25% of fixtures are damaged or missing in a single restroom.

### (U/S)

- 2 or more categories are found to be moderate.
- 1 or more categories found to be heavy.
- 1 or more Priority One Immediate Attentions are present.

## Comfort Station Structure Rating Standards

### (U)

- 1 or more categories are found to be moderate.
- 1 or more Priority Two Immediate Attentions are found.
- More than 50% of fixtures are damaged or missing in the entire comfort station.

### (U/S)

- 1 or more categories found to be heavy.
- 1 or more Priority One Immediate Attentions are present.

## APPENDICES

### Filing an Appeal

The Borough Commissioner, Chief of Operations, Deputy Chief of Operations, or any designee of the aforementioned can appeal a PIP or a comfort station inspection rating to the designated Parks Inspection Program Ombudsman if he or she feels that the rating given to a site is erroneous. The Ombudsman is generally a member of the First Deputy Commissioner's staff. All appeals must be sent in writing to the Inspection Program Ombudsman within one week of the issuance of the rating being appealed. The reasons why the rating is being appealed, as well as

any evidence supporting the borough's appeal (photographs, documents), should also be included.

### **Resolution of Appeals**

The Ombudsman, after investigating the merits of an appeal, can, at his or her discretion, retroactively change the rating of a given feature or site, if he or she is convinced that the rating in question constitutes a misapplication of the official inspection standards as described in this manual. If the wrong site was rated, the Ombudsman will change the rating to "Not Rated." Except in the case where Greenstreets are not properly marked, clustered together, and the wrong site was possibly rated. In this case, the rating for that site will stand.

The Ombudsman will notify the borough in writing of his or her decision within two to four weeks of the receipt of an appeal. The resolution of an appeal by the Inspection Program Ombudsman constitutes the final decision of the Department of Parks & Recreation.

### **Revision to Beachfront Inspection Time**

#### **Page 14**

##### **When Are Sites Inspected?**

Playgrounds, small parks, and Greenstreets are inspected year-round, Monday through Friday. Large parks are inspected Monday through Friday in the off-peak season. During the peak season (May 1-October 1), large parks are not inspected on Mondays to allow for one day of additional clean-up following the high usage on the weekends.

Otherwise, inspections begin no earlier than 8:30 AM Tuesdays through Fridays, and always after 10:00 AM on Mondays and days after holidays. Inspections of beachfronts, which take place from Memorial Day to Labor Day, may begin no earlier than 10:00 AM.

### **Clarification of IA Resolution and Creation of Structural IA Time Extension**

#### **Page 15**

##### **Amended 4/21/09 - Changes are in red text**

All Immediate Attentions are tracked by OMP. All Priority 2 Immediate Attentions (IA) identified during the current round must be resolved by the end of the following round. For example, if an IA is reported at any time during Spring 2, it must be resolved by the end of Spring 3. This allows a typical window of 2 to 4 weeks for the resolution of the IA. In occasional cases, if an IA was reported prior to or during a 3 week round, then the IA can potentially be resolved up to 5 weeks. Priority 2 IAs will always have at least 2 weeks to be resolved.

##### **Structural IA Time Extension**

IAs that pertain to structural features and require capital investments needing more than the typical window for IA resolution may be considered a **Structural IA** at the discretion of the Director of OMP. Borough M&O must formally request a time extension by email with any supporting documentation and a schedule for the specific date of the IA's resolution. The email and documentation should be received and approved by the Director of OMP. The boroughs should utilize any and all possible temporary resolutions to lessen the severity of the hazard and prevent access to the hazard by the public.

##### **Structural IA eligibility is as follows:**

- Structural IAs reported in large parks, particularly in sections that

are "low-traffic areas." These shall be resolved within 6 months. Structural IAs for safety surface and/or play equipment. These shall be resolved within 6 weeks.

## **Addendum to Ice Rating Definition**

### **Page 29**

**Amended 4/21/09 - Changes are in red text**

The presence of ice and compacted snow on sidewalks, entrances, and stairs is rated during the winter season. OMP rates for ice no earlier than 24 hours following a snowfall. Greenstreets that are stand-alone properties but are not traffic malls will be rated no earlier than 48 hours following a snowfall.

## **Addition to Immediate Attention Definition**

### **Page 14**

**Amended as of 4/21/09 - Changes are in red text**

### **Immediate Attention Hazards**

A feature is flagged for "Immediate Attention" when one or more hazards are present. Such hazards are referred to as Immediate Attentions or IA's. All features can be flagged for Immediate Attention. Upon inspection, an IA Hazard that is already sufficiently marked and blocked off (with warning tape, cones or French barricades) to prevent access to the IA by the public will not fail the feature or the site. It will however still be noted as an IA and marked as a hazard condition. Below you will find the two levels of Immediate Attention hazards:

## **Revision to Graffiti on Non-Parks Property Policy**

### **Page 26**

**Revised 4/21/09 - Changes are in red text**

Graffiti on a non-Parks property that abuts a Parks property and has a detrimental effect on the appearance of a Parks property will be noted in the inspection report and the borough will have until the next PIP inspection to remedy the problem. If the noted graffiti is still present upon a 2nd PIP inspection, OMP inspectors will rate the feature.

However, if the graffiti on Non-Parks Property has been reported to the Community Assistance Unit (CAU) and a record of the complaint is sent to OMP before a 2nd inspection occurs, the graffiti will not be rated. This also applies to graffiti that is considered profane or hate speech.

## **Wind Allowance for Tree Ratings**

### **Addendum to page 67**

**Amended 4/21/09 - Changes are in red text**

### **Dangling Limbs**

Any dangling limb that appears, from the vantage point of the Inspector, to be greater than six feet in length and two inches in diameter will be considered large, and will be rated as a Priority One Immediate Attention. Any dangling limb that appears, from the vantage point of the Inspector, to be less than six feet in length and two inches in diameter will be considered small, and will be rated as a Priority Two Immediate Attention. A 48 hour grace period will be granted for the removal of dangling limbs following the conclusion of

the following warnings/advisories issued by the National Weather Service.

- **High Wind Warning:** Issued when sustained winds of 40 mph or more are expected for 1 hour or longer, or for wind gusts of 58 mph or more for any duration.
- **Wind Advisory:** Issued when sustained winds of 30 to 39 mph are expected for 1 hour or longer, or for wind gusts of 46-57 mph for any duration.

The National Weather Service issues warnings/advisories on a county by county basis. The 48 hour grace period will be granted for each county (Borough) that receives a warning/advisory.

During the grace period OMP inspectors will notify Central Communications of any dangling limb hazards. The IA will be noted but it will not affect the feature rating. After the expiration of the grace period the IA will have the same time limit for resolution as an IA under normal circumstances.

## Special Events Management

Parks hosts many special events including:

- Concerts
- Cultural performances
- Sports competitions
- Press events
  - Ribbon Cuttings
  - Groundbreakings

These events are great fun but must be managed closely.

**A Managers signature is required on all applications before it can be forwarded.**

Meet with your Director of Special Events 3 times each week (April - October) 1 time per week (November - March)

The goal of these meetings is to:

- Advise the Director of Special Events of closed facilities
- Review all applications carefully
  - Assess request based on the site
  - Consult with other PRMs and Chief of Operations until you are proficient in reviewing applications
  - Contact applicants as necessary to clarify issues

- Process all applications promptly
  - Don't let issues linger
- Maintain good relationship with your local Police Precinct Community Affairs Officer
- Maintain a calendar of all events.
  - Know your districts, know your events

## **Site Preparation**

Conduct an on-site meeting in advance with the Special Events Coordinator, PRM, PPS, PS, and in some cases either the DCO or Chief of Operations.

- Prepare a punch list of what district work needs to be done before the event.
- Be sure to identify the specific person responsible for each task.
- Follow up on all written memos with a conversation and Work Orders as necessary
- Inspect trees for hanging/damaged limbs.
- Remove plastic bags/debris from trees.
- Remove dead limbs/small trees.

**All painting should be done the day before the event. If you must paint on the day of the event, paint early with latex and spray only, and use wet paint signs.**

- Check all signage. Replace and/or install as necessary:
  - Routed signs
  - Consolidated Rules signs
  - All other posted signs
- Replace flags if necessary.
- When the event calls for a spray shower to be turned on, test the system in advance.
- Check comfort station and water fountains to make sure they are functioning and well-stocked with supplies.

## **Setting Up for an Event**

### **Supervisors:**

- Arrive early.

- **Anticipate the Commissioner's route. Make certain the perimeter of the park is clean and graffiti free.**
- **Identify an advance person or liaison for the Commissioner and/or important guests of the event.**

#### **Staff:**

- Thoroughly clean the area where the platforms, podium, sound system and chairs will be set up. This area should be ready a minimum of 1 ½ hours before event time.

#### **Special Events**

#### **Supervisors:**

- **M&O personnel should be on hand to assist the special event staff with the set-up of the podium and sound system.**
- **Conduct a sound check in advance of event start time.**
- **Set up the podium.**
- **Whenever possible, the podium should face the sun.**
- **The photographer's back should be towards the sun.**

#### **Groundbreaking**

- Coordinate with your borough's capital construction director
- Minimum 3 yards of soil in a small mound
- Shovels and hardhats are supplied by Special Events
- Ribbon Cutting
- PEP can hold the ribbon
- Determine ahead of time with the Parks photographer where the crowd is to be positioned for the photo

#### **Positioning of Flags**

**The American flag is always positioned to the speaker's right. The City flag should be positioned to the speaker's left and the Parks flag should be positioned to the left of the City flag, away from the speaker. If another country's flag is flown, it is on the right, but**

**closer to the speaker than the American flag, which is always on the extreme right. If the flags are set up on a single three flag stand, then the City flag is to the right of the American flag and the Parks flag goes to the left of the American flag. Make sure the American flag is positioned forward on the stand.**

- Have extra chairs available in a nearby truck or facility.
- Reserve parking spaces for the guests.
- Walk through the entire park and playground. Correct defects and remove all graffiti. Have graffiti spray, spray paint and a toolbox on hand.
- Clean the comfort station and stock it with toilet paper, hand towels, and soap.
- Make sure there are enough trash cans, especially adjacent to the area where food will be served. Line trash cans with plastic bags.

#### **After setting up:**

- Make certain that all Parks vehicles are parked at a reasonable distance from the event.
- Make sure no vehicles are parked on park paths or grass.

#### **During the Event**

- Wear a nametag and proper uniform as required.
- Maintain eye contact with your supervisor to ensure quick communication. Know where your key staff are located. They may be necessary to attend to a condition.
- Be alert when either the Commissioner or the Borough Commissioner are speaking. You may be called upon for recognition.
- Remain active during the event.
- Remove any empty chairs. Add chairs as needed.
- Have personnel available to monitor bathrooms and clean up as necessary.

#### **Quick Check**

##### **Staff:**

- Have you performed a final inspection of the entire area for all types of litter, defects, and graffiti?

- Are there enough trash cans lined with plastic bags located in the area, especially adjacent to the area where food will be served?
- Have you checked that all comfort stations are stocked with paper, hand towels, and soap?
- Is the American flag positioned to the speaker's right?
- Have parking spaces been reserved for the guests?
- Keep a few staff members on hand to assist as needed.

### **Breakdown**

- Do not bring vehicles into the area until the area is free of people.
- Have M&O personnel assist the special event staff in the breakdown of the sound system and podium.
- Account for all chairs and/or tables that are on loan from the storehouse and other locations.

### **When It's All Over**

- Send a note to the special event coordinator or Chief of Operations if you observed any conditions that could be improved upon for the next event.
- Keep a record of what worked well and what needed improvement. Share this information with your Chiefs and other PRMs. We can all learn from each other.

### **Supervisors:**

**Operations' "Regulations for private and non-emergency services vehicles operating on parks property" has instructions for the operation of non-Parks vehicles using Parks property for special events or other purposes.**

## Tennis Courts

### Introduction

There are fifty-eight tennis courts located throughout the five boroughs with a total of 533 courts available for use. During the winter months, twenty-two of these courts are bubbled and operated for Parks by concessionaires.

**There are three basic types of tennis court surfaces used in Parks:**

- **All-Weather,**
- **Fast-Dry**
- **Clay.**

### Clay Tennis Courts

Clay tennis courts have a porous surface that permits the infiltration of water through the surface to a porous base where it is collected for disposal by underground drainage.

Some water is held to feed moisture upwards for conditioning and bonding of the surface in dry weather.

**Parks tennis court clay specification requirements are:**

- **30% to 55% clay; 25% to 45% silt; 20% to 45% sand.**

### Spring Rehabilitation of Clay Tennis Courts

**Rehabilitation procedures are as follows:**

- Scarify entire court surface to make a bond with clay to be added.
- Rake court to remove small stones.
- While court surface is loose, add clay.
- Add only enough clay to fill depressions.
- These are the depressions that were caused by the wear and tear of tennis players. These depressions usually appear around service lines and base lines.

➤ Brush courts to smooth the surface.

➤ Roll courts.

#### **Re-inspect courts.**

➤ Stretch a mason's line across the court in several directions and note low spots.

➤ If depressions or low areas remain, rake low areas with an iron rake and add clay to bring low areas up to grade.

➤ Brush courts again, to smooth the surface.

➤ Roll and cross roll court several times.

➤ The courts are then ready for taping or marking.

#### **Line marking**

**Tennis court lines are to be marked so that all lines are straight and have the standard width of two inches (2").**

In marking Clay tennis courts for maintenance purposes, plastic tapes and whiting mixed with water are used.

#### **Installation of Plastic Marking Tapes.**

When tapes are installed on the courts, it is usually done in the early spring when the weather is cool.

➤ **Prior to installing plastic tape the tapes should be stored indoors overnight in a warm place.**

➤ **This prevents the tape from being hard, brittle and difficult to work with.**

➤ **Tapes should be pulled taut and rolled into place during installation.**

➤ **Nails should be hammered in flush to the ground, not below the clay surface.**

➤ **Occasionally the tapes may have to be removed and reinstalled to allow for clay to be added to the court.**

## Installing a Tennis net

### Tautness and Center Height

- Check net tautness by suspending a 24 lb. (10.9kg) weight from the center of a singles net or a 14 lb. (6.36kg) weight from the center of a doubles net and wind the net slowly to a center height of 36" (914mm).
- Install the center strap and adjust it to maintain the height of 36" (914mm). Remove the weight.
- This method produces a net cable tautness of approximately 500 - 550 lbs. (227 - 250kg).
- When a weight is not available, net height is commonly adjusted by winding the net to a height of about 3' 4" (1.016m) at the center and using the center strap to pull the net down to 36" (914mm).
- This method is not recommended, however, since it may result in significant tautness variations from court to court.

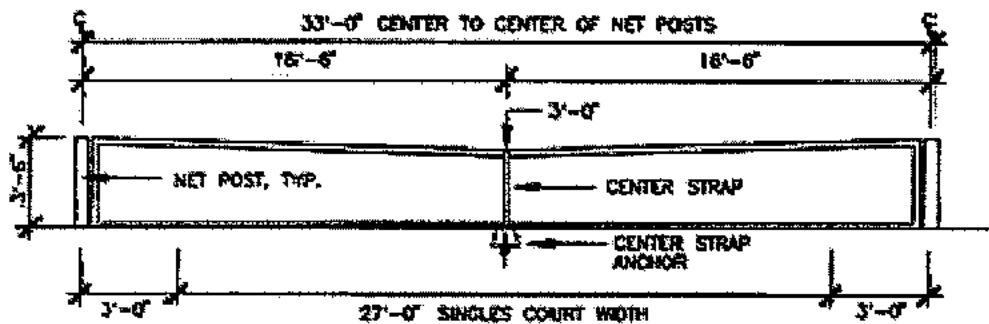
### Center Strap

A center strap is used to hold the net at the proper height of 36" at its center.

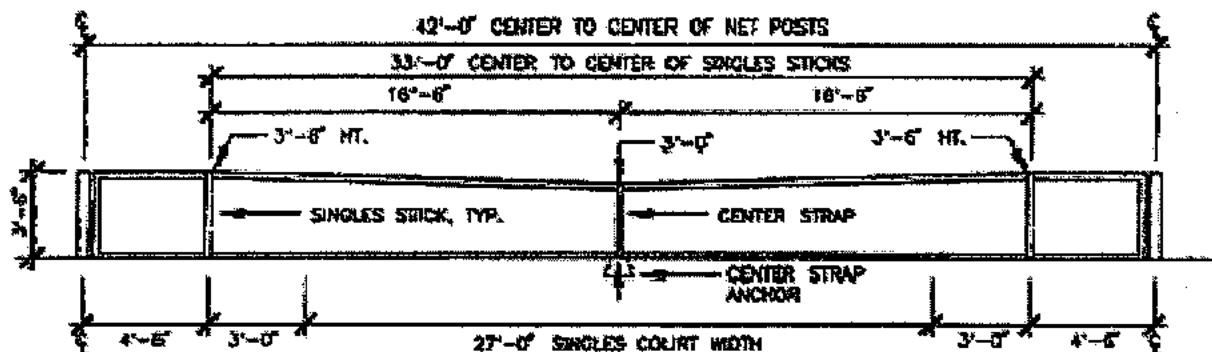
- A white strap 2" wide, made from canvas or synthetic material treated for resistance to sunlight and mildew is used.
- A height adjusting non-corrosive buckle or buckles must prevent slippage when fully stressed.
- At the bottom of the strap, a non-corrosive spring loaded hook is used to attach the center strap to the ground anchor pin.

## Tennis Net Elevations

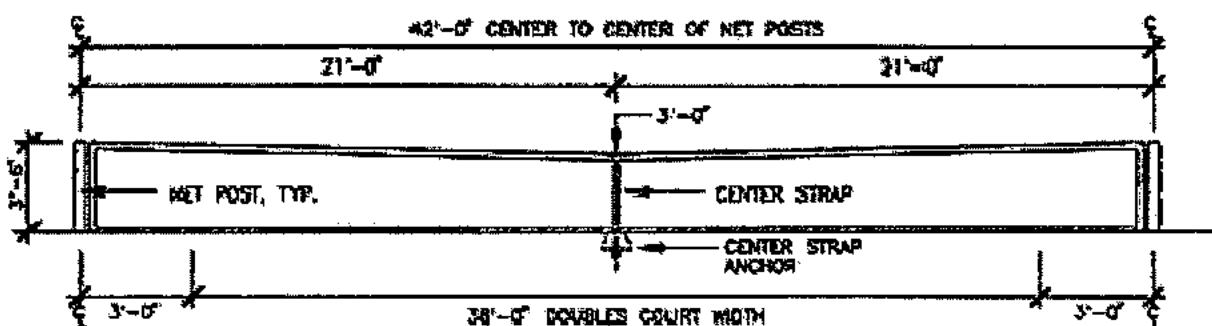
NOTE:  
THE NET SHOULD BE INSTALLED  
WITH A RECOMMENDED TENSION  
OF 500 TO 550 LBS.



### SINGLES NET



### DOUBLES NET W/SINGLES STICKS



### DOUBLES NET

**TYPICAL TENNIS NET ELEVATIONS**

NOT TO SCALE



## Routine Maintenance of Clay Courts.

- Clay courts must be brushed and rolled daily.
- Brush courts with a continuous motion making "U" turns at the end of each sweep.
  - This prevents the accumulation of fine particles on the courts.
- Roll each court thoroughly and in a straight line.
  - In dry weather, courts must be wetted down at the end of each day's play or during slow periods during the day and then rolled early the next morning.
- A liberal application of calcium chloride, about 200 to 300 pounds per court, at intervals of three to four months, will improve and darken the color of the courts and cut down the amount of watering necessary.

## Spring Rehabilitation of Clay Tennis Courts.

### Filling in low spots:

- After a rain, circle any areas on the courts that are retaining water.
  - Low areas or saucers usually develop around the baselines and must be filled to grade.
- Stretch a Masons line across the court in several directions and note the low spots.
- After determining the low areas to be filled:
  - Scarify the area to be filled.
  - Allow the court to dry completely.
  - Add clay to the area.
  - Roll the area to ensure adhesion of the new clay to the old surface.

## Standard Operating Procedures for Clay Tennis Courts.

### Daily:

- Inspect tennis court areas:
  - Remove all litter, debris and foreign objects.
- Inspect and patrol tennis courts to insure public safety and cleanliness.
- **Each day the courts must be brushed, watered and rolled.**
- Sweep lines or tapes.
- If courts are taped, inspect tapes for possible trip hazards and fasten them securely.

- Line courts as needed.
- Fill low spots with fresh clay.

#### **Water courts daily.**

- A daily watering schedule is to be posted at each tennis court location indicating the number of courts to be watered and the employee responsible for watering.
- Water nightly or in the early morning (15 to 20 minutes).

#### **Fast-Dry Courts.**

Fast-dry tennis courts have a specially prepared surface mixture that is basically crushed green stone which is ground, screened and mixed with a chemical binder. During the processing, special chemical binders are added to assure firmness.

Once a year, the fast dry courts should be top-dressed with approximately one to two tons of surfacing per court after removing all loose material.

**This type of court is widely used and has many advantages over clay courts:**

- When dry the court provides a uniform ball bounce.
- If the court is properly maintained the ball has a slow bounce when damp.
- Its granular surface allows the players to slide when hitting the ball which makes it relatively easy on the feet and legs.
- The surface is considered resilient, absorbing impacts.
- The dark green color reduces glare but will not stain tapes and clothing.

#### **Maintenance of Fast-Dry Courts.**

Maintenance of fast-dry courts is similar to clay courts:

- **Each day the courts must be brushed, watered and rolled.**
- **Once a year the courts should be top dressed with new material.**
  - First remove any loose material.
  - Add approximately 1 to 2 tons of material per court.
  - The new material can be spread by hand or with a mechanical fertilizer spreader.
  - Lightly water and roll in the new material.

#### **Standard Operation Procedures for Fast-Dry Tennis Courts.**

## **Daily.**

- Inspect tennis court area:
  - Remove all litter, debris and foreign objects.
  - Periodically patrol tennis courts to insure public safety and cleanliness.
  - Brush, roll courts and sweep tapes.
  - Inspect tapes for possible trip hazards - fasten tapes securely.
  - Fill in worn, spots with fast-dry material.

## **Water courts.**

**A daily watering schedule is to be posted at each tennis court location indicating the number of courts to be watered and the employee responsible for watering.**

## **All-Weather Tennis Courts.**

All-Weather courts are courts that have an impervious base (water runs off). The majority of tennis courts in Parks are All-Weather courts.

Although All-Weather courts are relatively maintenance free, some maintenance is required to insure long life.

## **Maintenance of All-Weather Courts.**

### **Daily.**

- Inspect tennis court area:
- Remove all litter, debris and foreign objects.
- Periodically patrol tennis courts to insure safety and cleanliness.
- Sweep courts to remove dirt or dust accumulations.
- Hose off courts once a week.
- This should be done at times that do not interfere with tennis play.
- Sweep off courts thoroughly from fence to fence.
- After rains sweep away any standing water using a tennis court squeegee or roller.

## Tennis Court Material:

### Calcium Chloride Flakes.

- The application of calcium chloride flakes is recommended for clay and fast-dry courts during the playing season.
- This helps to keep the courts damp.
- Moisture helps the court materials bond to each other.
- Usually, two to three applications during the playing season are sufficient to keep the courts in a semi-damp condition.

### Whiting.

- Whiting mixed with water to mark lines on clay courts.
- Seven bags per court per season.

### Tapes.

- **Plastic line marking tapes for Clay courts.**
  - Do not use on Fast-Dry courts.
- **Acrylic coated line marking tapes are used for Fast-Dry courts.**
- **Tapes come in 500 foot roles pre-punched and marked.**
  - 480 feet required for one double court.

### Sand.

- Clean sharp sand.
- Approximately two yards per court per season.

### Clay

- Twelve yards per court needed for complete re-surfacing throughout the year.

### Fast-Dry.

- One to two tons needed for yearly top dressing.

## **Tennis Court Personnel**

Tennis court personnel should be specially selected and trained for the tennis operation.

Attendants should have the ability to cultivate an amicable relationship with the tennis patrons. On Monday mornings additional personnel may be needed to assist in getting clay and fast dry courts back in shape after the heavy weekend usage.

### **Duties of the Attendant**

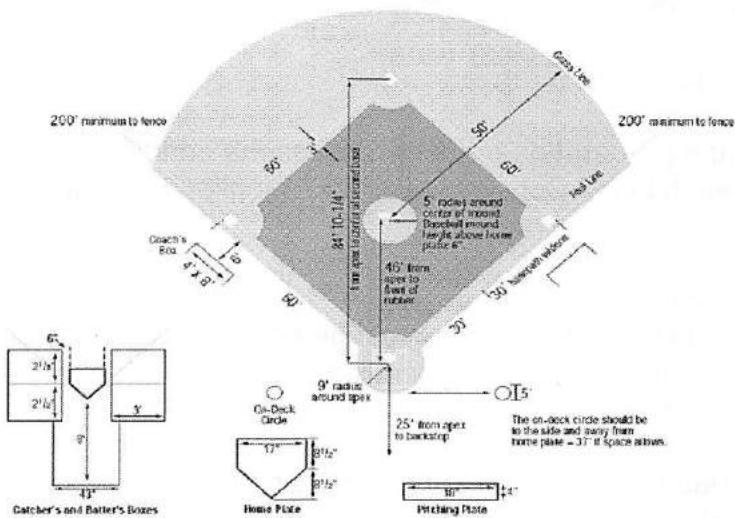
- The attendant will follow the standard rules governing tennis court procedures.
- The attendant will register players on the tennis court assignment sheet.
- The attendant will write the tennis player's permit number on the tennis court control board opposite the assigned time under the correct court number.
- The Player's permit is marked to indicate that it has been used that day.
- Registration will continue until all available courts are taken for the hour.
- Repeat players will be assigned courts five minutes after the hour only if no first time players are waiting to play.
- An "R" will be placed after repeat players.
- Where applicable, the Pro is to enter their name and permit number and their student's name and permit number on the control board.

# Ballfield Maintenance

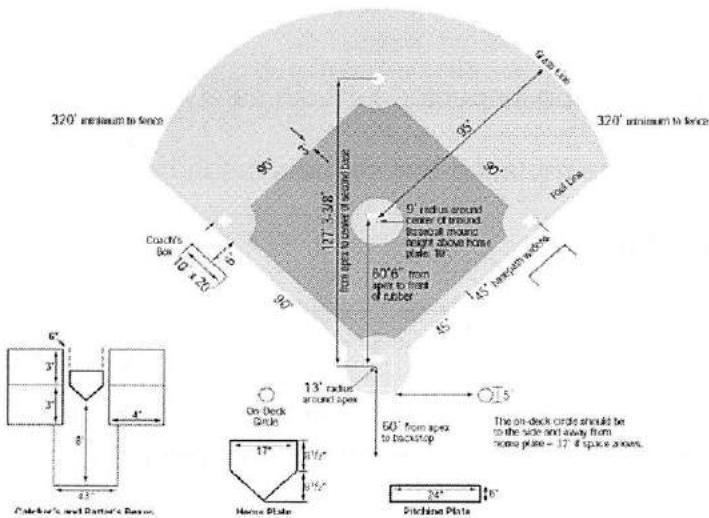
The following are the official specifications for the three types of ballfields.

	Little League	Softball	Baseball
Length of Baseline	60 feet	60 feet	90 feet
Pitching Distance	46 feet	46 feet	60' 6"
Batters Box Dimensions	3'0" X 5'6"	3' X 7'	4' X 6'
Rise of Pitchers Mound	6 inches	NONE	10 inches
Pitchers Plate	18"X4"	24" X 6"	24" X 6"
Coaches Box	4'X8'	10' X 15'	10' X 20'
	6 feet from foul line	6 feet from foul line	15 feet from foul line

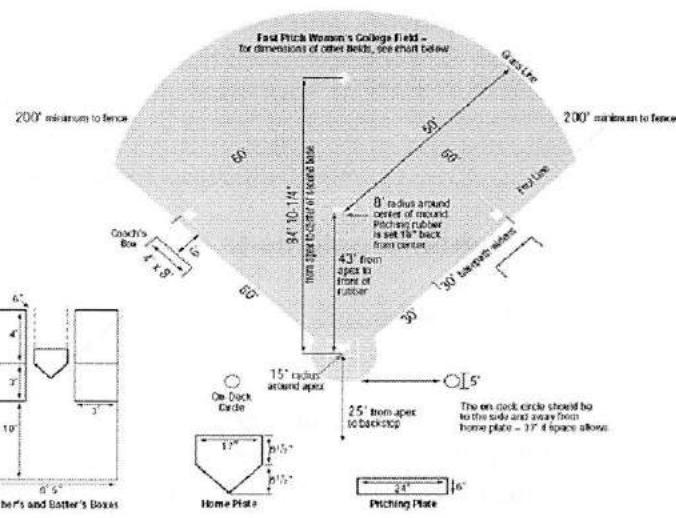
**60' Little League Field**



**90' Baseball Field**



**60' Softball Field**



## **Rehabilitation - When to Begin**

The beginning of March is the usual time for making preparations for the ballfield rehabilitation. Weather conditions determine to a great degree the time and effectiveness of baseball diamond construction and rehabilitation. Work should begin immediately to compensate for any lost time as a result of spring thaws and rains. Two to three days is the usual time needed for completing the initial rehabilitation of the field.

Mid-April is the opening time for ballfields. From the beginning of March to the official opening date, there is a 5 to 6 week period for preparation. The main operations performed at this time include:

- harrowing
- weeding
- Filling low spots with clay
- dragging and rolling.

## **Inspecting the Field**

Before beginning the preparation process, assess the condition of the field and develop a plan of action for each field. Consider available supplies and personnel when developing the plan of action.

When inspecting the field, look for:

- Depressions in the infield which must be filled with fresh clay.
- Places for standing water to accumulate.
- Ruts that may injure players.
- The condition of the outfield.
- Holes and depressions that might be hazardous to players which must be filled with clean topsoil.
- Bare spots on the outfield lawns that may need to be overseeded at the end of the season.
- The condition of the backstop and dugout fences.
- Holes in the fences that must be repaired as the fences are provided to protect players and spectators from foul balls.
- The condition of the benches and bleachers.
  - All benches and spectator seating must be inspected for both safety problems and appearances.
  - Any damaged slats or planks should be replaced before the season begins.

## **Common Problems to Look for When Inspecting**

### **Turtlebacks**

Turtlebacks are an accumulation of dirt and clay that has built up over time under the edge of the outfield grass causing a bump or rise in the grass. This can be caused by sweeping puddles off into the outfield or from constant dragging or raking of the field.

Turtlebacks can be removed by peeling back the grass at a thickness of about 2". Then remove accumulated dirt and clay and replace or fold down the lifted grass. In extreme cases a bobcat or backhoe can be used to fold back a larger section of grass.

## **Erosion**

Erosion on ballfields often occurs when a field is pitched or slightly sloped. Erosion often occurs when water flows around the base lines and backstop thereby carrying clay off the fields.

### **Erosion can be corrected in two ways:**

The first and best way is to dig in the area where the erosion seems to originate. If possible, dig down with a backhoe 4 to 6 feet. Fill the hole with blue stone to a level of about 9" to 12" below the remaining field level. After doing this, replace the clay to level. You have now created a drainage pit for the excess water.

The second way to stop erosion around backstops and bases is to "crib." Cribbing must be flush with the baselines in order to eliminate trip hazards. Cribbing for washouts under backstops is also necessary to keep the balls in the field of play. Often, old vandal resistant bench slats are staked under the backstop to eliminate the gap between the clay and the bottom railing of the backstop.

### **Infield/outfield line definition loss.**

On soccer fields, because of heavy regular and off-season usage, the definition of infield/outfield lines is lost. This also occurs when adult baseball is played frequently on softball fields.

Correcting the problem becomes an off-season job which can require time for grass to grow. **The proper way to find the outfield edge is to stake a line from the pitcher's mound and extend a string 50 feet for softball and 95 feet for baseball fields.**

Mark a radius with whiting from foul line to foul line thus creating an arc to form the line. Topsoil is added to the scarified base area and seeded.

When grass has encroached into the infield, the opposite is done. The grass is removed and clay is added. The edge is chopped out by hand.

## Pre-Season Preparation

- Request clay from respective borough supplier.
- Spread, rake and drag the clay using machinery and hand tools.
- Use front loader to spread and grade the clay.
- A good driver can thinly spread the clay on the infield with the dump truck to eliminate the need for a front-end loader at the site.
- Use conventional tractor with the york rake attachment to spread, shift, and level the infield surfaces.

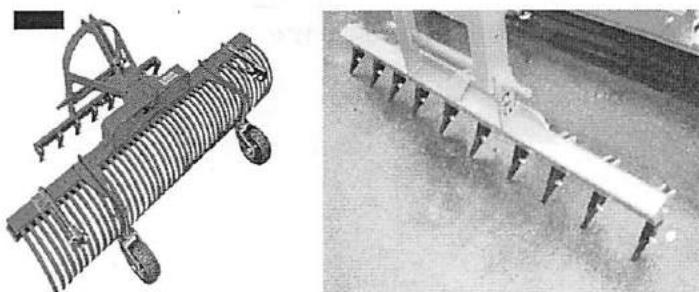
## Rehabilitation Materials Needed

- Clay (diamond Tex Clay Mixture Preferable)
- Calcium Chloride
- Lime
- Whiting Marking for Lining
- Hand Tools Needed
- Iron rakes
- Flexible rakes
- Shovels
- Wooden or aluminum rakes (specifically designed for ballfield maintenance)
- Mechanized Equipment Needed
- Rototiller
- Tractor
- Scotch drag (or manufactured drag)
- Front-end loader
- Yazoo and Gravely
- York rake
- Dump truck

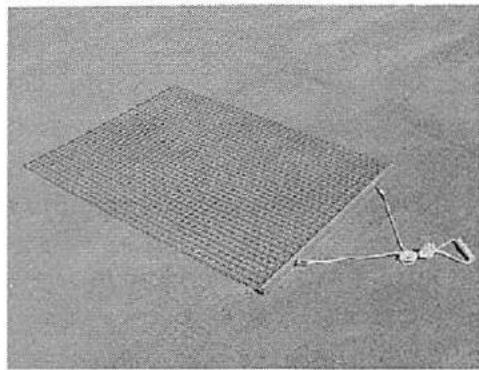
Rototiller



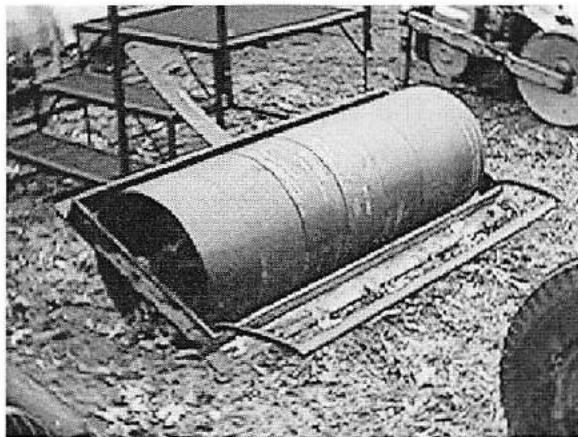
York Rake



**Infield Drag**



**Tractor Drawn Roller**



**Flail Mower**



## **Pre-Season Preparation**

- Break up the soil with the rototiller and drag the infield.
- Roll the infield to firm up the clay again.
- Iron rakes, flexible rakes and wooden rakes are used to remove rocks from the clay and sift through materials.
- Cut grass using a conventional tractor with a flail mower attached to it. (Yazoos or Gravelys may also be used but take longer.)

## **Routine In-Season Maintenance**

After the pre season preparation and rehabilitation work is completed, the objective should be to keep the fields at that level. The day to day maintenance duties should be performed by a specifically trained crew.

**The following routine should be followed:**

- Mowing twice a week.
- Scarifying the infield with a metal rake each week .
- Rebuilding the pitcher's mound and the home plate area on a regular basis.
- Add additional clay as needed.
- Relining fields as needed.

## **Inclement Weather Use of Field**

After rain, the field should not be used until it is sufficiently dry. An ideal situation would require a supervisor or responsible person to evaluate the condition of the field after rain. Play should only be allowed when the field is dry enough for the players to walk on the infield without damaging the field or becoming injured during play.

## **End of Season Activities**

- Fill holes with soil and smooth over field.
- Turn drinking water off.
- Have tractors prepared for snow plow usage and other winter duties.
- Have mowers repaired and stored for spring cutting.

## **Infield Dragging**

- Remove bases (if necessary) and place plugs into the sleeves.
- Rake down high areas around bases with the back of your rake.
- Water your infield and let it penetrate the soil.
- Hold hose high to simulate rain and have someone hold the hose to keep it from dragging on your infield.
- Nail drag first to loosen the top 1/2 to 1 inch of infield soil mix.
- Begin mat or chain link dragging after the infield has dried for a finished surface.

- Alternate your dragging patterns to prevent high and low spots especially where you stop.
- Drag slowly to prevent soil from spreading to turf areas and to achieve a manicured appearance.
- Always finish where you started dragging.

➤ Match drag widths to base path dimensions so one or two full passes completes the task.

➤ Hand dragging the edges prevents lip build up and is necessary on the mound, base paths and plate areas.

## How to build a Nail Drag

- A nail drag is the ideal tool for maintaining a smooth and consistent infield surface.
- Use the following components to build your nail drag:
- Build with 2" x 4"
- Pre-drill straight holes for nails
- Use 40 penny nails
- Stagger Nails 1-3/4" apart - 2 rows on each board
- Use 1" x 4" to cover 2" x 4" on top to hold in nails

## Proper Pitching Rubber Alignment

The front of the pitching rubber must be 60 feet 6 inches from the apex (point) of home plate and the top of the rubber should be 10 inches above home plate.

## Follow these simple steps to set up your pitching rubber

- The pitching rubber is 24 inches long.
- Take a pencil and mark a line down the center.
- Take a string from the apex of home plate and extend it to the second base bag.
- Measure 60 feet 6 inches from the tip of home plate and sink a spike.
- This marks the front of the rubber.
- Take a transit level and obtain a reading off home plate. The top of the pitching rubber must be 10" above home plate. Build or reduce height of the mound accordingly.
- If a transit level is not available, drive a stake at the apex of home plate measuring 10" high. Run a tight string over the pitching rubber and hang string level.

- Adjust the rubber height until line is level.
- Square the rubber into position by taking a measuring tape and measure from the front left corner of home plat to the front left corner of the pitching rubber. Do the same to the right side.
- When these two measurements equal 59'1", the rubber will be squared.
- Make sure that the rubber measures 12 inches on each side of the measured spike.

# Lawn Care and Rehabilitation

## Assess the Problem

Inspect entire area for easy identifiable problems:

- Worn areas due to pedestrian compaction
- Signs of Disease
- Compaction
- Poor Soil Quality
- Lack of Water
- Ruts Caused by Vehicular Traffic

## Developing a Plan of Action

Assess all problems as a whole and develop a plan of action based on the following:

- Availability of materials and funding
- Staffing levels
- Employee skill levels
- Prioritize rehabilitation based on immediate and long range needs.

## Establishing a New Lawn

- **Preparing the Seed Bed**
  - Remove large debris from area.
  - Soil clods bigger than a golf ball should be broken up or removed.
  - Before you till, apply fertilizer over entire area.
  - The goal is to get fertilizer down into the root area where the growing plants can use it.
  - If you need to add topsoil to the area, it should be tilled in with the existing soil to prevent the formation of layers that may prevent good root development.
  - Bring the entire area to a finished grade.
  - This can be done with an iron rake
  - Level the soil to prevent low spots where water may stand and high spots that may be cut too short when the area is mowed.
  - Roll the area to firm up the disturbed soil and sprinkle the area lightly to settle it.
- **Seed and Fertilize**
  - It doesn't matter which you do first.
  - You just cannot mix the two in the spreader.
  - Spread the seed and fertilizer with a spreader to get even distribution.
  - Mix the seed and fertilizer into the top  $\frac{1}{4}$  inch of soil using a light (leaf) rake.
  - Don't go any deeper than  $\frac{1}{4}$  inch or you may prevent germination.
  - Roll the seed bed to press seed firmly into the soil.
- **Mulch**
  - Mulch may be necessary if you need to:
  - Conserve moisture
  - Control Weeds
  - Prevent Soil Erosion
  - Straw is the most common mulch material used in preparation of new lawns.
  - Don't use more than  $\frac{1}{4}$  inch deep of mulch.

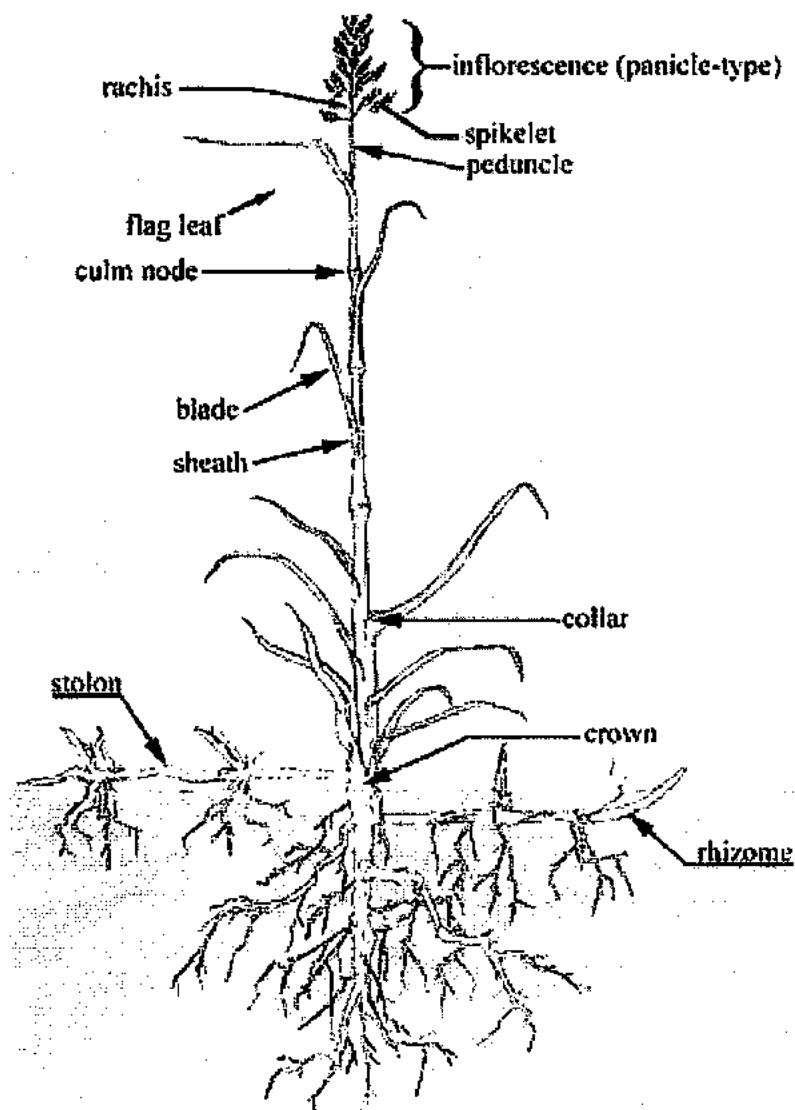
## Watering a New Lawn Bed

- Water the entire area lightly
- The top  $\frac{1}{4}$  inch of the seed bed must be kept moist during the germination period.
- Begin by applying small amounts of water on a frequent basis.
- 2-3 times a day if possible. More in extremely hot or dry weather.
- As the grass grows, decrease the frequency and increase the quantity of water for deeper penetration.

## Mowing a New Lawn

- Start mowing when the seedlings are high enough to cut, usually 2-3 inches.
- Mowing enhances lateral growth and will help to reduce competition from weeds.
- Weeds usually grow faster than grass and regular mowing may eliminate some of the weeds that start to develop.

## How grass spreads



## Maintaining an Existing Lawn - Mowing

- The first cutting of the year should be a little lower than the cutting height of the rest of the season.
  - This helps to clear winter accumulation of soft debris.
- Mow often enough so that you don't cut more than 1/3 of the leaf surface in any one cutting.
- Be sure the mowing blades are sharp.
  - Dull blades bruise the leaf ends and cause the lawn to have a grayish-brown appearance.
- If the mower makes tracks in the lawn, alternate the pattern used when cutting to prevent ruts forming in the lawn.

### Mowing Heights

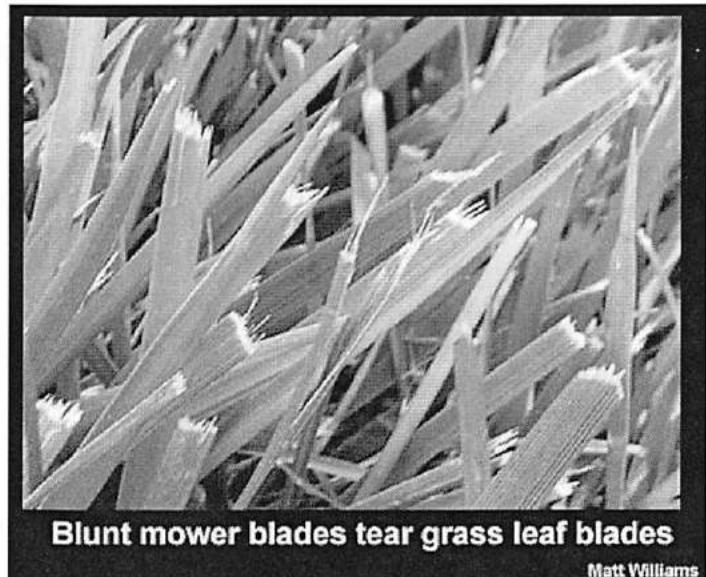
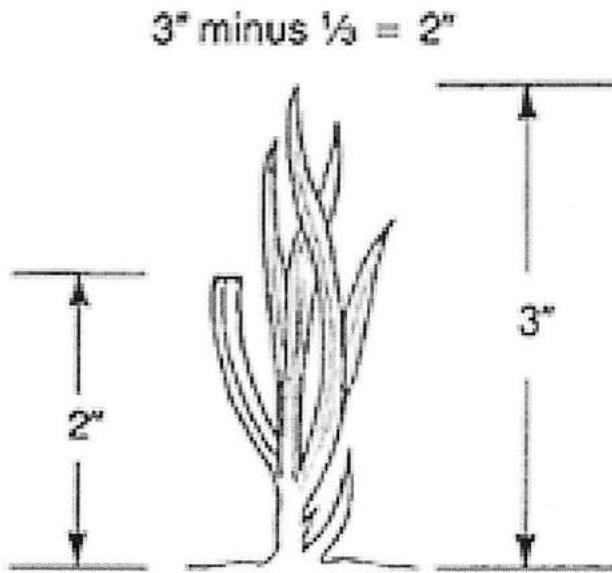
- The proper height for mowing a lawn depends on the particular grass species in the lawn:
  - Tall Fescue 2 1/2 - 3 1/2 inches
  - Kentucky Bluegrass 2 -3 inches
  - Perennial Ryegrass 2 – 3 inches
  - Bermuda Grass 1 – 2 inches
  - Zoysia Grass 1 – 2 inches

### A good average height for most grass types found in parks is 3 inches.

Here is an easy formula to calculate how tall the grass should be when it is time to mow:

- Divide the cutting height in half and add the result to the cutting height.
  - For example if your cutting height is 2 1/2 inches
    - $2 \frac{1}{2} / 2 = 1 \frac{1}{4}$
    - $2 \frac{1}{2} + 1 \frac{1}{4} = 3 \frac{3}{4}$  inches cutting height

The illustration below indicates the proper cutting depth and damage caused by dull blades on a mower.



**Blunt mower blades tear grass leaf blades**

Matt Williams

## The Effects of Not Mowing Frequently Enough

An unmowed lawn will "go to seed". This causes the plant to focus all of its energy into seed development rather than propagation through spreading through rhizomes and stolons.

- A lawn that is allowed to grow too high will cause the tall stalks to shade any new plants, causing slow spreading of lawn into bare areas.
  - This can give the lawn a patchy appearance when cut.
- When cut, a lawn that was allowed to grow too tall will have a yellowish appearance caused by the lower sections of blades being shaded from the sun.
- When cut, the tall grass may leave clumps that are unsightly and may cause damage to the grass.

## Fertilizing

Fertilizing supplies grass with the nutrients it needs to grow and stay healthy. A good fertilization program includes multiple feedings beginning in early spring and repeated about every 8 weeks while the grass grows.

**Fertilizer has numerical indications of the percentage of chemicals in the mixture**

**A 10- 10- 10- mixture of fertilizer contains 10% of each of the following chemicals**

- Nitrogen
- Phosphorus
- Potassium

**The remainder of the fertilizer is inert ingredients and micro nutrients.**

**Fertilizer contains three primary elements**

- Nitrogen
  - Helps improve color and density of the plants.
- Phosphorus
  - Enhances root growth.
- Potassium
  - Good for the general health and vigor of the plant.

**When to Fertilize**

- **Early Spring**
  - Wait until the first flush of spring growth before fertilizing.
- **Late Spring**
  - Fertilizing in late spring will keep the lawn green through the summer months
- **Late Summer**
  - This application serves to replenish nutrients used through the summer months.
  - It also promotes thickening of the lawn which occurs at this time of the year.
- **Fall**
  - A fall fertilization will help the lawn through the winter and green up earlier in the spring.
  - **Use a fertilizer that is formulated with higher potassium for this feeding. It will condition turf to withstand winter stress.**

- Use a mechanical spreader for even distribution of fertilizer.

### Adjusting the pH of the soil

Grass likes to have soil with a pH that is slightly acid in range from 6.2-6.6. Soil having the proper pH aids the plants ability to utilize the nutrients in the soil. If the pH of the soil is below 5.0 the soil is too acidic and lime must be added to raise the pH.

### Adjusting the pH of the Soil

Lime should be added based on the pH of the soil and should be added at the following rates:

Pounds of Lime per 1,00 Square Feet		
Soil pH	Light Soil	Heavy Soil
Over 6.2	0	0
5.2 to 6.2	25 to 50	50 to 75
Under 5.2	50 to 75	100 to 150

### Watering

The amount of watering you do depends on the amount of rainfall you get. In general, a lawn needs one to two inches per week during the growing season.

- In sand, a half inch of water will penetrate six inches.
- Less will penetrate through loams (the best soil to have) and even less with clay.
- Most grass roots are located 6 to 8 inches down so a half inch of water will usually do.

To test how much water you have put on the lawn, set out four tuna cans within the sprinkling area. When the cans fill up you have watered the lawn with approximately one inch of water.

### Watering Times

**It is best to water early in the morning**, but there is no danger in watering during the heat of the day. The idea that you can burn your grass by watering during the heat of the day is a fallacy.

Night watering is sometimes conducive to the development of disease; however, it may be practical when one must water during off-peak water-use periods.

## Aeration

Aerating will help the lawn if the soil is too compact for water to penetrate it. You can usually see this if the water is pooling up or running off the lawn.

**Aerating also helps the decomposition of thatch.** Thatch is the dead material that builds up in between the blades of grass. **Up to  $\frac{1}{2}$  inch of thatch in a lawn is good, but anything more will choke your grass.**

The easiest way to aerate a lawn is with a machine designed for this purpose. Aerators work by either taking plugs out of the lawn, or spiking into it.

## Overseeding

Overseeding is a process where older cool-season lawns in poor condition can be improved without destroying all the existing grass. **The key to overseeding success is getting the seed into the soil.** Use of power rake is recommended during overseeding.

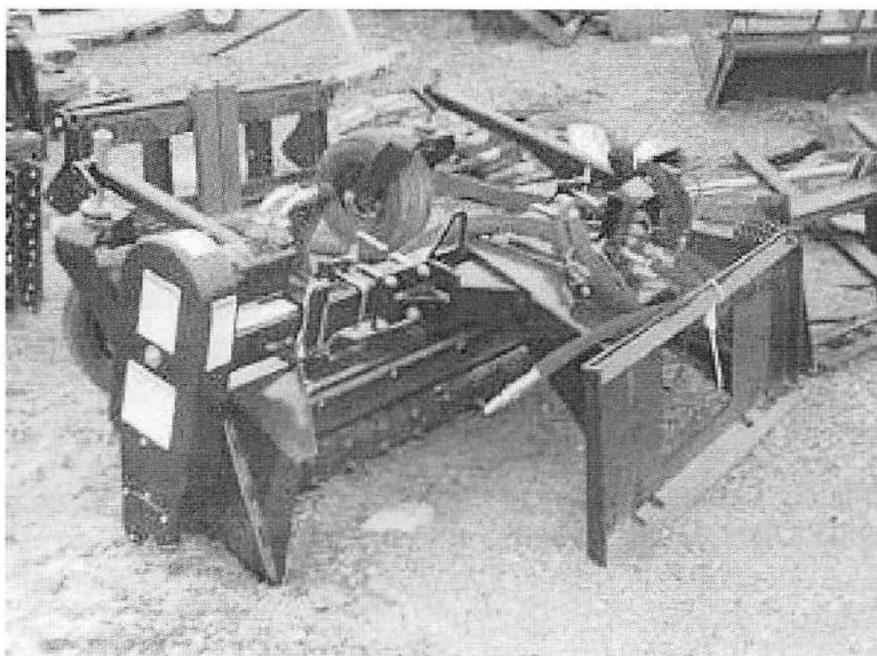
- Set the machine to cut grooves  $\frac{1}{8}$  to  $\frac{1}{4}$  inch into the soil. Rake in two directions at right angles to each other.
- Remove all debris caused by power raking.

**The middle of September is the best time to overseed** because this is the time of year that cool season grasses begin their growth cycle.

Seeding rates depend on how much grass you already have. If you have half a stand, seed with about half the regular rate for establishing a new lawn.

**Seed using a drop or rotary spreader rather than by hand to ensure an even distribution.** If power raking was done correctly, covering the seed won't be necessary. A light raking may help bring additional seed into good contact with the soil.

## Power Rake



## **Protection of lawns**

### **Why do lawns need protection?**

Heavy pedestrian traffic causes compaction of the soil preventing water penetration and plant propagation. Lawns on athletic fields may develop bare areas and ruts that cannot be repaired unless the area is protected. Newly seeded areas need time for seedlings to develop before allowing anyone to walk on the lawn.

### **How to Protect an Existing Lawn**

Close existing lawn areas by using the following:

- Snow Fencing situated on the perimeter of the lawn and in an (X) pattern in the center.
  - This prevents people from entering the area and discourages sports.
- Signs should be placed on the perimeter of the lawn stating that the lawn is closed.
- Signs should also state the reason for the closure and the expected duration.
- If possible, athletic fields with permit play (ballfields, football fields, etc.) can be rotated to allow for regeneration of fields.

# Synthetic Turf Maintenance

## Introduction

The purpose of this manual is to familiarize Parks personnel with maintaining the two major types of synthetic turf: Carpet and Infill.

This manual outlines simple day-to-day care and special procedures necessary for painting, minor repairs, and unusual events.

## Helpful Tips

- Keep turf clean of all foreign objects
- Control access to the field
- Keep adjacent areas free of litter, debris, mud, dirt and oil spillage
- Provide trash and litter cans
- Post signs prohibiting smoking and carrying food or drinks onto the field
- Repair minor damage immediately
- Observe Parks maintenance and cleaning procedures

## Basic Care (All Types)

- Rain is your best cleanser.
  - Rainfall cleans the turf fibers of dust, pollen and airborne pollutants.
- The most obvious cleaning needed by synthetic turf is the removal of litter and leaves deposited by users and spectators at events held on the field.

## Good housekeeping practices.

- Keep trash containers on site.
  - Make sure there are enough containers so as to eliminate overflow
  - Make sure containers are emptied frequently
- Whenever possible, route field access traffic to minimize mud and dirt being tracked on to the field.
- Drinking should take place off the field itself, if possible.
- No glass containers.
- No dogs allowed on or near field.
- Enforce a smoke-free environment.

## LITTER REMOVAL

Litter should and can be removed most easily with a lawn sweeper immediately after any event. The sweeper is satisfactory for lifting paper scraps, leaves, food debris and loose trash from the surface. The removal of loose rubbish should be performed on an as-needed basis.

## Turf Sweeper

- Brush Type
  - The sweeper should have synthetic fiber bristles such as nylon or polyolefin.
  - The minimum brush length should be 2.5".
  - The brush must contain no metal or wire.
    - Metal bristles or fibers can create a safety hazard in addition to damaging the turf in use.
  - However, the brush setting should be monitored.
    - When properly used the sweeping machine should not remove the rubber filling in the turf.
    - The actual setting will, of course, depend on the model and type of sweeper.
  - **The sweeper works best when the brush is set so that it barely touches the tips of the fibers of the turf.**
    - Do not set the brush so low that it digs into the turf pile, infill material or backing. Too low a setting can damage the turf and disturb the fill.
  - **Sweepers are not recommended to remove mud.**



## Turf Loading Limitations

- Brushing and brush cleaning may require several trips over the field to finish the operation.
- Any sweeper which weighs more than 300 lbs., should have pneumatic tires with a maximum tire pressure of 35 pounds per square inch (psi).
- Use only golf carts, lawn mowers or small tractors (i.e. Gator) when pulling sweeper, or groomer.

## Temperature Limitations

- Never use a motorized sweeper during the heat of the day i.e., 90 degrees F. and above.
- Vehicle Exhaust
- Never leave a vehicle idling on the turf in order to prevent the possibility of burning or melting the turf due to exhaust or overheating.
- Make certain the hot engine exhaust is never discharged into the field when using any kind of vehicle.

## Tractor Cautions

- Oil Spillage
  - Care should be taken to prevent oil, grease, transmission fluids, etc., from dripping or spilling on your turf surface during sweepings.
  - Such spills can discolor the turf.
  - Proper maintenance procedures should be observed in this regard.
- Battery acid and other fluids should not be allowed on the turf.
  - Never change or add fluids to maintenance equipment while on the turf surface.

## Stains

- Synthetic turf fibers are generally stain resistant fibers and do not absorb moisture.

- Hence, most "stains" on synthetic turf fields are not true "stains" but rather residues of foreign matter which must be promptly and thoroughly removed.
- Most "stains" can be removed with water or soap and water.
  - The first rule is promptness.
    - It is much easier to clean up a fresh spill before it has time to dry and harden.
  - Remove any solid or putty-like deposit promptly using a spatula-like tool.
  - Blot up excess liquids with a stack of towels, cloth or paper.

## Procedures for Removing "Stains" And Other Blemishes

### "Water Borne" Residues

- Most "stains" commonly associated with playing fields can be classified as "water borne" stains. These stains are best removed using a warm, mild solution of granular household detergent (non abrasive).

### TYPICAL WATER BORNE STAINS

Acid	Alcohol
Alkali	Beer
Blood	Chocolate/Cocoa
Coffee	Cola
Dye	Food Coloring
Fruit Juice/Gatorade	Glue
Ice Cream	Latex Paint
Milk	Mustard
Ketchup	Tea
Urine	Water Colors

- Brush the residue with a stiff fiber brush.
- Scrub the area with soap and water.
- Rinse the area thoroughly with clear water to remove all traces of soap.
- Dry with an absorbent towel, if necessary.
- **A three percent (3%) solution of ammonia in water may be used in lieu of household detergent for more stubborn residues or stains.**

### Persistent or Oil Based Stains

- crayon
- furniture stain
- lipstick
- metal polish
- cooking oil
  - Follow directions below:
  - Sponge with perchloroethylene (dry cleaning solution).
  - Blot with absorbent towels.
- Oil paints
  - Blot immediately.
  - Sponge with turpentine or paint remover (apply sparingly).
  - Blot with detergent and water.
  - Re-sponge with cold water to remove detergent. Scrape excess.

- Sponge with perchloroethylene (dry cleaning solvent).
- Repeat steps as necessary.
- **Nail Polish**
  - Sponge with acetone.
- **Paraffin Wax**
  - Scrape excess.
  - Sponge with perchloroethylene.
- **Tar and Asphalt**
  - Scrape excess.
  - Sponge with perchloroethylene.

#### **Caution!**

- Mineral Spirits and other petroleum-based solvents are highly flammable.
- Do not smoke or permit open flames near containers or near solution when in use.
- Be sure the area is well ventilated.

#### **Additional Clean-up Problems**

- **Animal Waste**
  - Neutralize with mixture of white distilled vinegar in an equal amount of water. Flush thoroughly with water after application.
- **Chewing Gum**
  - Treat with dry ice and scrape to remove residue.
- **Fungus or Mold Spots**
  - Sponge on a one-percent solution of hydrogen peroxide in water.
  - Flush thoroughly with water after application.
  - Do not use high-pressure water spray with stream force in excess of 300 psi as this can severely damage the turf.

#### **LOAD LIMITS**

- Eliminate any unnecessary long-term parking and loading
  - Keep the necessary ones as low and brief as possible.
- Use sheets of 3/4" thick plywood, exterior grade, to spread loads.
  - Cover the turf with plastic prior to placing the load spreaders to keep the turf clean.
  - This is necessary because some kinds of plywood contain fillers that leach out and discolor the turf.

#### **EVENT PREPARATION**

Synthetic turf fields are designed to be multi-purpose and as such host numerous non-athletic events such as special events, concerts, circuses, etc. However synthetic turf fields are not designed for heavy equipment such as the placement of portable stages (Wenger Wagon).

Two areas of concern should be recognized:

- Events can create loads on the turf that exceed the surface load limit.
- Large non-sporting crowds generally fall outside the "designated uses" for the system and can cause damage to the turf unless it is fully protected.

## Turf Protection –

- **Spread the Load!**
  - Remember that chairs and high heeled shoes create high pounds per square inch (psi) levels on the turf.
  - The basic precaution is to use load spreaders.
  - The best, most economical load spreader is  $\frac{3}{4}$ " exterior plywood.
  - Be sure to spread a polyethylene sheet under the plywood to protect the turf.
- **Ban Open Flames!**
- **Clean Up Immediately!**
- **Animal waste should be removed and the area flushed thoroughly.**
- **The field should be inspected for damage so that small problems do not become major repairs.**

## Ban Smoking!

- Cigarettes cannot ignite the turf but they can damage the turf.
  - If large crowds are expected, a cigarette ban should be enforced.

## WATERING THE SURFACE

- Some coaches or players may prefer to wet the turf down in hot weather in order to cool it.
  - The temperature of a wet synthetic turf field should match that of a natural grass field in the same area.
  - Remember that evaporation can be very rapid so with long uses of the turf, an additional sprinkling may become necessary.
  - If you wet the field, distribute the water evenly over the area to be used.
  - Aim to simply dampen the surface, not soak or saturate it.
  - Never use water from a polluted supply.

## MINOR REPAIRS

Since some synthetic turf fields are used in the fall and winter, good maintenance practice is to:

- Thoroughly inspect the field in early spring
- Make repairs to the surface in the spring.
- If a service visit is necessary, it should be scheduled in early spring.

All seams should be inspected carefully for looseness. All panels of turf should be inspected for damage including rips, tears, burns, etc.

- Make a sketch of the field and note on the sketch each area that needs attention.
- All repairs must be made in warm, dry weather.
- Gluing seams and filling the turf should not take place if the field is wet or even damp.
- Minor problems can become major problems quickly if not corrected.
  - Small loose spots on glued seams extending a few inches to a foot or two are to be expected with these systems and are not unusual or cause for great concern.
  - They can generally be repaired by M.&O.
- Cuts, rips and tears in the surface that do not exceed six inches in length can also be repaired by M.&O without much effort.

## Seam Repairs

These instructions refer to loose seams from a few inches to a couple of feet in length along the seam and 1/2" to 1" deep from the edge of the fabric. If the seam openings are widespread or severe, the user should contact the manufacturer.

- To repair minor seam openings or loose seam areas:
  - When necessary, vacuum fill from the turf to be repaired.
  - Be sure fabrics to be glued are free from loose rubber, dirt, old adhesive and other foreign matter, and are dry.
- Clean the area to be repaired and wipe the opening with methyl-ethyl-ketone (MEK), toluene, or if neither is available, with mineral spirits.
  - **Warning: MEK, toluene and mineral spirits are highly flammable and vapors can be harmful. Use in an open, ventilated area. Never use near an open flame or other sources of ignition.**
    - Ban smoking from the area.
  - Position the fabric to check for satisfactory final placement.
  - Be sure the seaming tape to which the fabric will be glued is also glued to the underlying pad.
  - Squirt a small amount of adhesive from the adhesive bottle onto the seaming tape.
    - Avoid excessive adhesive to reduce the possibility of bleed through or bleed out.
  - Spread the adhesive with a knife or spatula so that the entire fabric is coated lightly, but evenly.
  - Prop open the seam so that the adhesive is allowed to cure in the open air.
    - **The adhesive is a moisture-curing brand of polyurethane adhesive and must be allowed to absorb moisture from the air to "kick" or activate.**
    - **Allow at least 30 minutes of curing time before closing the turf and weighing it down.**
      - This curing time recommendation is critical and is based on an temperature of 75 deg. F with 50% relative humidity. If the weather is colder or dryer, the open time should be extended until the adhesive spread on the fabric seems almost "cured"--i.e., only small strings of adhesive stick to your finger or a piece of turf when pressed into the bed of adhesive and removed.
  - Press the fabric into the adhesive bed uniformly.
  - Weigh down the area and allow repair to cure for at least 24 hours.
  - Spread filling on the repaired area and brush into the turf thoroughly until even with surrounding playing areas.

## Other Repairs

- Cigarette Burns
  - A cigarette will fuse the tips of the fibers on some synthetic turf.
  - A hard spot comprised of fused fibers will result.
  - Use a metal brush (such as is used to remove paint) and brush the spot vigorously to separate the fibers.
  - If brushing the turf does not break the fibers apart, take a razor knife and cut the fused area into smaller sections and then brush again.
- "Hollow" spots on the synthetic infill type turf.

- These are areas in the turf where the level of rubber may be slightly lower than the field overall.
- They are generally discovered over several weeks after the initial placement of rubber in the field.
  - These areas generally cannot be seen but can be "felt" when walking on the turf--they feel like depressions or low spots on the field.
- To correct hollow spots:
  - Continue to cross brush the field overall. This is the most important step.
  - Take a bucket of infill material, locate the spot and apply several thin layers of fill to the area and brush into the fibers with a stiff street broom or small hand held fiber scrub brush (such as is used to hand scrub floors).
  - Brush against the grain of the turf.
  - Cross brush the entire field again.

If fabric seams or tears have gone beyond the scope outlined above, the manufacturer should be contacted immediately for assistance, advice or to request a scheduled service visit.

Any damage to the pad, delaminations between the pad and turf, undue loss of rubber, vandalized areas or discolorations should be reported to the manufacturer.

### Cross Brushing Synthetic Infilled Type Turf

In some cases, M.&O. will have a "groomer" suitable for cross brushing the surface. This grooming broom should be dragged behind a lawn mower, golf cart or any other suitable light vehicle, against the grain of the turf.

- This tool can also be used to pick up leaves.

Cross brushing a standard sized football/soccer field takes approximately three hours.

- It is recommended that this maintenance procedure is performed twice monthly during heavy use times of year and once every month in the "off season."
  - **Metal Tines should not be used on the rubber infill fields.**
- Cross brushing your filled turf is the single most effective way to keep it in top playing form.
- Brushing a filled turf field keeps the fill uniform and suitably embedded in the fibers rather than on the tips of the surface.
- "Cross brushing" means that all brushing activities, no matter what kind of equipment is used, takes place against the grain, nap or sweep of the turf fibers.
  - All synthetic turf is made with a slight grain.
- By brushing the turf against the grain, two benefits are realized:
  - The fibers are "fluffed up" rather than bent over or matted.
    - This keeps the field looking new and traction/ball roll remains at its best.



- Foreign particles and loose grains are popped up and out of the turf to be swept or blown away which aids in the overall cleaning of the turf surface by a sweeper.

## Prohibited Activities

- Storage or materials such as drums, lumber, equipment, etc.
- Unnecessary vehicular traffic.
- Golfing, shot putting, javelin or discus throwing, and the use of long spike track shoes associated with cinder tracks.
- Open flames, fireworks, welding, etc.
- Use of wire brushes in any form.
- Heavy loads exceeding 3 psi (static) or 35 psi (dynamic).
- Use of cleaning equipment, methods or materials not authorized.
- High pressure water sprays exceeding 300 psi.
- Use of common salt, rock salt, calcium chloride, ammonium nitrate or other corrosive or toxic chemicals to melt ice.
- Vehicles with non-pneumatic tires.

## Field Markings (Paints, Etc.)

- Rubber-filled turf retains paint for markings relatively well and we highly recommend painted synthetic fields. The key point to remember is that paint should be applied lightly and evenly to reduce the likelihood of paint buildup. Light applications give good aesthetics and adequate life but are less abrasive than heavy layers of paint.
- **PAINTS**
  - Best results occur when paint is applied to a dry, clean surface.
  - The turf must be grease-free.
  - The old, degraded paint and any dirt must be removed from the turf to be painted for the best appearance and resistance to foot traffic.
  - Some synthetic turf fields will "hold" paint less adequately because the pile yarns are coated with a Teflon-like solution.
    - As time progresses, these fields will retain paint better because the coating washes off the turf fibers.
- **"Permanent Paints"**
  - Remember that no paint is truly "permanent."
  - Properly applied, these paints can be expected to last through one season.
  - They are latex type, highly flexible to resist flaking.

## PAINTING PROCEDURES

- Apply the paint on a dry field.
- Suggested turf temperature for best results: 65 F to 85oF.
- The field should be as clean as possible,
- Thickness of the paint on the turf is important.
  - Very thick layers should be avoided.
- Dilute paint by adding one pint of water to one gallon of paint and mix well.
- Apply at rate of approximately 325 feet long x 4-inch wide stripe per gallon of diluted paint.
- **Curing time is crucial.**
  - Allow a minimum cure time of 48 hours after striping before field is put into service.
- Remove excess paint from field.
- Test application procedure before going on the field.
  - Use a scrap of turf nailed to asphalt or plywood.

- Use no more paint than is absolutely necessary.
- Keep on hand and readily available an 8% solution of ammonia to clean up spills before they solidify.
- Paint should be applied lightly to the tips of the grass blades--not the entire length of every blade.
  - Applying the paint too heavily makes for a very rough, abrasive surface and will make the removal job very difficult (if removable paint).
- **Painting fields with brushes or rollers is not recommended.**
- While working with an airless system, use a .015" orifice tip with a 10" wide fan.
  - Experience has shown that with a 26:1 ratio airless pump, a supply pressure of approximately 40 psi should be used.
  - Plan the work ahead and mix no more paint than necessary because of its fast drying time.
  - With an airless spray system, coverage is of no less than 180 square feet per gallon.
- When painting stripes, use two pieces of plywood or aluminum flashing blocked apart (4") with a 2" x 4" wood block.
- For logos and other decorations, always use a guide such as templates or straight edges.
  - Do not lay out emblems whose design encourages double coverage.

## Rules for Parks Vehicle Operators

### The operator of any Parks motor vehicle **MUST**:

- Have a valid New York State driver license on person while operating vehicle.
- Obey all traffic laws, ordinances, rules and regulations.
- Report any traffic or parking violation to the Parks Advocate, (212) 360-1411, within 24 hours.
- Report any vehicle incident immediately to their supervisor and, in case of accidents or vandalism, to Central Communications at 1-888-NYPARKS.
  - **Failure to report a vehicle accident is a serious disciplinary offense. An accident report must be filed within 24 hours WHENEVER a vehicle strikes or is struck by another vehicle, object or person.**
- Report any change in their licensing status to the Parks Advocate, (212) 360-1411, and to their supervisor.
- Keep Vehicle Identification Number (VIN), license plates, and vehicle fleet markings clean and legible at all times. Required vehicle markings are the Parks Leaf, the Parks Fleet Number, the "311" sticker, and the Web page sticker [www.nyc.gov/parks](http://www.nyc.gov/parks)
- Fill out accurately and completely a Daily Drivers Report (Trip Ticket) and perform a Daily Vehicle Check.
- Use caution, drive defensively and safely at all times, and wear seatbelts. Defensive driving courses are available for all Parks employees through Parks Academy, (718) 760-6588.
- Keep the vehicle clean, and secure it at all times including locking doors, closing windows and turning off lights.
- Comply with these and all other agency regulations relating to vehicle use. Violation of these rules can result in disciplinary action.

### The operator of any Parks motor vehicle **MUST NOT**:

- Operate or permit operation of a Parks vehicle without proper authorization, or permit any person to enter or ride in a Parks vehicle without proper authorization.
- Operate a Parks vehicle in a negligent or careless manner.
- Operate a vehicle while under the influence of illegal drugs or alcohol, or use or permit the use, by driver or passenger, of any illegal drug or alcohol while in a Parks vehicle.
- Operate a vehicle with an expired Motor Vehicle Inspection (MVI) Sticker.
- Cause, or permit to be caused, damage to a Parks vehicle.
- Operate a Parks vehicle for non-official use.
- Abandon a Parks vehicle.
- Tamper with or remove a Parks vehicle's VIN, license, or agency markings; or place or allow to be placed any decal, flag, bumper sticker, ornament or decoration without authorization.
- Make or allow to be made a duplicate set of keys without authorization.

## Accident Procedure

**Your Parks vehicle was just in an accident with another vehicle, fixed object, or pedestrian:**

## WHAT SHOULD YOU DO?

1. Contact Central Communications immediately (1-888-NYPARKS) and follow any instructions they give you.
2. Obtain all relevant information regarding the other driver(s) involved in the accident (i.e. name, address, Driver's License #, license plate, vehicle info, insurance info, etc.). If the other driver(s) involved in the accident requests insurance information from you, inform them that any claim for damage or injury must be sent to: City of New York  
Office of the Comptroller  
  
Bureau of Law and Adjustment  
  
1 Centre Street, Room 1225  
  
New York, NY 10007
3. Your Supervisor must be notified of the accident, even if no violations are issued and there are no injuries. Either contact your supervisor directly or have Central Communications reach him/her.
4. If any towing is required for your vehicle, it will be provided by the Agency (Central Communications will notify the garage).
5. Fill out the **Parks Driver Accident Report Form** and the **N.Y. State Department of Motor Vehicles Accident Form (MV 104)** located in the glove compartment of this vehicle (they are also available in the dispatch office). **These forms MUST be filled out within twenty-four (24) hours of an accident.** The Parks form must be submitted to your Supervisor for completion. The DMV form must be sent to the state (as indicated on the form), with a copy going to your Supervisor.
6. **Your Supervisor will review the forms and forward them to the Chief of Operations within 48 hours.**

## **Relevant Forms Kept In the Glove Compartment of Your Vehicle**

1. Parks Driver Accident Report Form and Accident Checklist
2. N.Y. State Department of Motor Vehicles Accident Form (MV 104)
3. Copy of (or original) registration

# Commercial Driver's License

## Drug and Alcohol Use Testing Program

The Federal Highway Administration published final drug testing rules on November 21, 1988.

**Interstate Carriers have followed the rules published in 49 CFR parts 391 and 40 for a number of years.**

**On October 28, 1991 the Omnibus Transportation Act was signed into law requiring DOT to establish testing regulations for drugs and alcohol.**

**On February 15, 1994, the FHWA and DOT issued final rules in 49 CFR parts 40 and 382 for drug and alcohol testing.**

This requirement covers all employees who will be operating a commercial motor vehicle full-time, on a casual basis, intermittently or occasionally.

**Parks DOT Regulations.**

**Parks and Recreation requires employees in the following titles to possess a Commercial Driver's License:**

- Park Supervisor Level 1 and 2
- Associate Park Service Worker
- Auto Mechanic
- Climber and Pruner
- Construction Laborer

**In addition the the employees listed above, an employee who is not required to possess a CDL license that has one and voluntarily drives CDL vehicles is also subject to testing.**

**The Federal Rules require the following testing:**

- Pre-employment.
  - Conducted before an employee is hired or before an employee is transferred to a safety-sensitive position.
- Reasonable suspicion.
  - Conducted when a trained supervisor or Agency official observes behavior that is characteristic of drug or alcohol use.
- Post accident.
  - Conducted after an accident where there is a fatality or the driver receives a citation under state or local law for a moving violation arising from the accident.
- Random testing.
  - Conducted on a random unannounced basis.
    - 50% of the population for drugs.
    - 10% of the population for alcohol.
- Return-to-duty and Follow-up test
  - Given to employees who have tested positive for drugs or alcohol before they can return to their safety-sensitive functions.
  - Federal regulations require up to 6 follow-up tests.

## **Who Reviews and Interprets the Laboratory Results?**

All drug test results are reviewed and interpreted by a Medical review Officer (MRO) before they are reported to the employer.

- If the laboratory reports a positive result to the MRO, the MRO contacts the employee (in person or by telephone) and conducts an interview to determine if there is an alternative medical explanation for the drugs found in the employee's urine specimen.
  - For all drugs except PCP, there are some limited, legitimate medical uses for the drugs that may explain the positive test result.
  - If the employee provides appropriate documentation and the MRO determines that it is legitimate medical use of the prohibited drug, the drug test result is reported as negative to the employer.

## **Consequences of a Positive Result**

- Employees who test positive for drugs or alcohol will be immediately removed from safety-sensitive functions.
- When an employee tests positive on any alcohol and/or drug test, the employee may be suspended and subject to disciplinary or other appropriate action.
- Employees who refuse to submit to alcohol and/or drug tests will be considered to have tested positive and may be suspended and subject to disciplinary or other appropriate action.
  - Additionally, the failure to provide an adequate breath and/or urine sample may also constitute a refusal to submit to testing.
- The Federal Rules require that an employee who tests positive be subject to at least six unannounced follow-up tests in the first twelve months after return to duty.
  - This may be extended for up to 60 months.
- An employee may request that the positive test result be verified by a Department of Health and Human Services certified laboratory at the employee's expense.

## **Employee Assistance Programs**

- The Employee Assistance Programs (EAPs) are voluntary, confidential counseling and referral services designed to help employees who have a substance abuse problem. There is no charge to the employee for an EAP assessment and referral.

## **What Drugs are looked for?**

All urine specimens are analyzed for the following drugs:

- Marijuana (THC metabolite).
- Cocaine.
- Amphetamines.
- Opiates (including heroin).
- Phencyclidine (PCP).

## **Marijuana**

Marijuana is an illegal substance used for its intoxicating effects.

- **Signs**
  - Appearance of intoxication, bloodshot eyes, inability to maintain attention, impaired time and distance perception.
- **Effects**
  - The use of marijuana can decrease motor skills and reaction time by up to 60%.
  - An individual's thinking and reflexes are slowed, making it difficult to respond quickly to sudden or unexpected events.
  - Marijuana can remain in the body for weeks.

## **Cocaine**

Cocaine, including "crack," is a powerful stimulant and the most widely abused illegal drug. It is an addictive drug leading to physical and psychological dependence.

- **Signs**
  - Extreme excitability, uncontrolled talkativeness and anxiety, dilated pupils, sniffles or runny nose and paranoia.
- **Effects**
  - The use of cocaine impairs motor coordination, vision and judgment.
  - An individual under the influence of cocaine may overreact to minor traffic events or become overly confident and take inappropriate risks because of the user's inability to perceive danger.

## **Opiates**

Narcotic analgesics are most commonly used medically to relieve pain. This group of drugs includes heroin, morphine, opium, codeine, methadone and meperidine.

- **Signs**
  - Drowsiness, constricted pupils, depressed reflexes and poor coordination.
- **Effects**
  - Use of opiates slows down the central nervous system and brain functions, reduces coordination and reflex actions and impairs vision and perspective.
  - A user experiences a dream-like state of mind causing the individual to be inattentive and unable to react quickly.

## **Phencyclidine (PCP/Angel Dust)**

PCP is a synthetic drug once used by veterinarians, now illegally used as a hallucinogen.

- **Signs**
  - Extreme agitation, great physical strength, sweating, dizziness, confusion, loss of memory, hallucinations and distortion of spatial distances.
- **Effects**
  - A user of this drug is extremely dangerous on the road.

- A user experiences a sense of power which may cause the user to take dangerous risks.
- The user becomes aggressive, hostile and fearless, even of death.
- Not only is vision impaired but auditory or visual hallucination of an event that is not occurring may, be experienced.

## Amphetamines

Amphetamines are a group of drugs that stimulate the central nervous system and increases alertness and physical activity. Statistics show that drivers who use stimulants are more accident-prone.

- **Signs**
  - Irritability, anxiety, dilated pupils, sweating, headaches, dizziness, restlessness, feeling of strength and distorted thinking.
- **Effects**
  - The use of amphetamines impairs motor coordination, vision and judgment.
  - A user tends to take more risks, inappropriately increases vehicle speed and reacts inappropriately to minor irritations.

## Signs and Symptoms of Alcohol

Alcohol is a depressant and is considered a drug even though it is legal and publicly accepted. **It is the most commonly abused drug and a major factor in at least 50% of all traffic fatalities.**

- **Signs of Alcohol Abuse**
  - Difficulty focusing, glazed appearance of the eyes.
  - Impairment in social functioning
  - Low frustration tolerance
  - Impulsiveness
  - Anxiety
  - Over sensitivity
  - Isolation, defiance
  - Violent mood swings and manipulation of others
  - Uncharacteristic passive behavior.
  - Absenteeism, particularly at the beginning of the week.
  - Loss of memory (blackouts).
  - Availability and consumption of alcohol becomes the focus of social or professional activities.

Since alcohol is not an illegal substance, Parks' regulations define specific conduct prohibited while performing a safety-sensitive function.

- An employee may not use or possess alcohol while on the job.
- An employee may not use alcohol, food or medication that contains alcohol within four hours before reporting to work.
- An employee may not use alcohol for eight hours following an accident or until the employee undergoes a post-accident test, whichever occurs first.

- An employee who is found to have an alcohol concentration of 0.02 or more when tested just before, during or after performing a safety-sensitive function, must be removed from performing such duties for 24 hours or until another breath test is administered and the result is less than 0.02. Parks may seek to discipline such an employee in accordance with Agency policies.
- If an employee's behavior or appearance suggests alcohol use, a reasonable suspicion test must be conducted.

## **Signs and Symptoms of Other Substances**

### **Depressants**

**Common names are downers, goof balls, yellows, yellow jackets, red devils, peanuts, pines and red birds.**

- **Loss of motor coordination.**
- **Drowsiness.**
- **Drifting off or inattention.**
- **Slurred speech.**
- **Dilated pupils.**
- **Effects are similar to alcohol intoxication.**
- **Lack of facial expression or animation or flaccid appearance.**
- **Overdose can result in coma and death.**

## **Commercial Driving Information**

### **Vehicle Inspection**

Safety is the most important reason you inspect your vehicle. Safety for yourself and for other road users. A vehicle defect found during an inspection could save you problems later. You could have a breakdown on the road that will cost time and dollars, or even worse, a crash caused by the defect.

Federal and state laws require that drivers inspect their vehicles. Federal and state inspectors also may inspect your vehicles. If they judge the vehicle to be unsafe, they will put it "out of service" until it is fixed.

#### **Pre-trip Inspection.**

A pre-trip inspection will help you find problems that could cause a crash or breakdown.

#### **During a Trip.**

For safety you should:

- Watch gauges for signs of trouble.
- Use your senses to check for problems (look, listen, smell, feel).
- Check critical items when you stop:
  - Tires, wheels and rims.
  - Brakes.
  - Lights and reflectors.
  - Brake and electrical connections to trailer.
  - Trailer coupling devices.
  - Cargo securement devices.

#### **After-Trip Inspection and Report.**

You should do an after-trip inspection at the end of the trip, day, or tour of duty on each vehicle you operated. It may include filling out a vehicle condition report listing any problems you find. The inspection report helps the motor carrier know when the vehicle needs repairs.

## What to Look For

### ➤ Tire Problems.

- Too much or too little air pressure.
- Bad wear.
- **You need at least 4/32 inch tread depth in every major groove on front tires.**
- **You need 2/32 inch on other tires.**
- No fabric should show through the tread or sidewall.
- Cuts or other damage.
- Tread separation.
- Dual tires that come in contact with each other or parts of the vehicle.
- Mismatched sizes.
- Radial and bias-ply tires used together.
- Cut or cracked valve stems.
- Regrooved, recapped, or retreaded tires on the front wheels of a bus.
  - These are prohibited.

### ➤ Wheel and Rim Problems

- Damaged rims.
- Rust around wheel nuts may mean the nuts are loose--check tightness.
- After a tire has been changed, stop a short while later and re-check tightness of nuts.
- Missing clamps, spacers, studs, or lugs means danger.
- Mismatched, bent, or cracked lock rings are dangerous.
- Wheels or rims that have had welding repairs are not safe.

### ➤ Bad Brake Drums or Shoes

- Cracked drums.
- Shoes or pads with oil, grease, or brake fluid on them.
- Shoes worn dangerously thin, missing, or broken.

### ➤ Steering System Defects (See Figure 2-1)

- Missing nuts, bolts, cotter keys, or other parts.
- Bent, loose, or roken parts, such as steering column, steering gear box, or tie rods.
- If power steering equipped--hoses, pumps, and fluid level; check for leaks.
- Steering wheel play of more than 10 degrees (approximately 2 inches movement at the rim of a 20-inch steering wheel) can make it hard to steer.

## Steering System Diagram

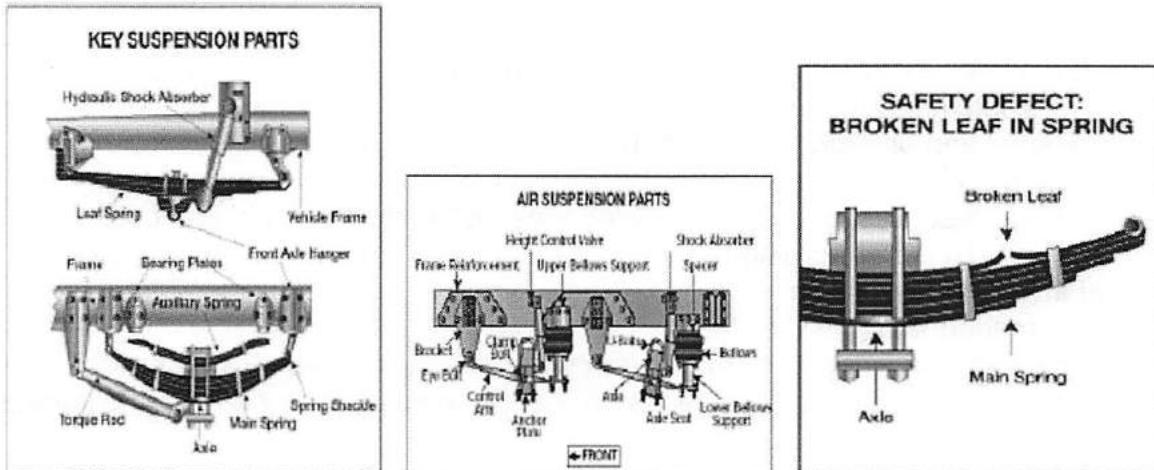
### ➤ Suspension System Defects.

- The suspension system holds up the vehicle and its load. It keeps the axles in place. Therefore, broken suspension parts can be extremely dangerous.
- Look for:
  - Spring hangers (Figure 2-2) that allow movement of axle from proper position.
    - Cracked or broken spring hangers.
    - Missing or broken leaves in any leaf spring.
    - If one fourth or more are missing, it will put the vehicle "out of service" but any defect could be dangerous



- Broken leaves in a multi-leaf spring or leaves that have shifted so they might hit a tire or other part.
- Leaking shock absorbers.
- Torque rod or arm, U-bolts, spring hangers, or other axle positioning parts that are cracked, damaged, or missing.
- Air suspension systems that are damaged and/or leaking.
- Any loose, cracked, broken, or missing frame members.

## Suspension Diagrams



### ➤ Exhaust System Defects.

- A broken exhaust system can let poison fumes into the cab or sleeper berth.
- Look for:
  - Loose, broken, or missing exhaust pipes, mufflers, tailpipes, or vertical stacks.
  - Loose, broken, or missing mounting brackets, clamps, bolts, or nuts.
  - Exhaust system parts rubbing against fuel system parts, tires, or other moving parts of vehicle.
  - Exhaust system parts that are leaking.

### ➤ Emergency Equipment.

- Vehicles must be equipped with emergency equipment. Look for:
  - Fire extinguisher(s).
  - Spare electrical fuses (unless equipped with circuit breakers).
  - Warning devices for parked vehicles (for example, three reflective warning triangles).

### ➤ Cargo (Trucks).

- You must make sure the truck is not overloaded and the cargo is balanced and secured before each trip.
- If the cargo contains hazardous materials, you must inspect for proper papers and placarding.

### ➤ Check Engine Compartment

- Check that the parking brakes are on and/or wheels chocked.
  - You may have to raise the hood, tilt the cab (secure loose things so they don't fall and break something), or open the engine compartment door.
  - Check the following:
    - Engine oil level.
    - Coolant level in radiator; condition of hoses.
    - Power steering fluid level; hose condition (if so equipped).
    - Windshield washer fluid level.

- Battery fluid level, connections and tie downs (battery may be located elsewhere).
- Automatic transmission fluid level (may require engine to be running).
- Check belts for tightness and excessive wear (alternator, water pump, air compressor)—learn how much "give" the belts should have when adjusted right, and check each one.
- Leaks in the engine compartment (fuel, coolant, oil, power steering fluid, hydraulic fluid, battery fluid).
- Cracked, worn electrical wiring insulation.
- Lower and secure hood, cab, or engine compartment door.

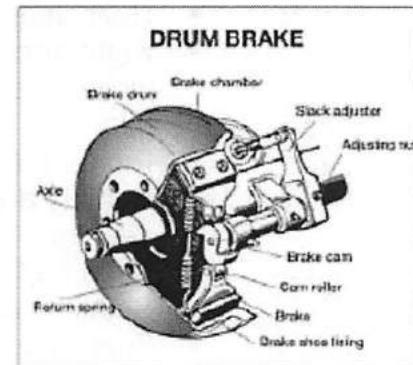
➤ Start Engine and Inspect

- Inside the Cab Get in and Start Engine
  - Make sure parking brake is on.
  - Put gearshift in neutral (or "park" if automatic).
  - Start engine; listen for unusual noises.
- Look at the Gauges
  - Oil pressure.
    - Should come up to normal within seconds after engine is started.
  - Ammeter and/or voltmeter.
    - Should be in normal range(s).
  - Coolant temperature.
    - Should begin gradual rise to normal operating range.
  - Engine oil temperature.
    - Should begin gradual rise to normal operating range.
  - Warning lights and buzzers.
    - Oil, coolant, charging circuit warning lights should go out right away.
- Check Condition of Controls.
  - Check all of the following for looseness, sticking, damage, or improper setting:
    - Steering wheel.
    - Clutch.
    - Accelerator ("gas pedal").
    - Brake controls.
    - Foot brake.
    - Trailer brake (if vehicle has one).
    - Parking brake.
    - Retarder controls (if vehicle has them).
    - Transmission controls.
    - Interaxle differential lock (if vehicle has one).
    - Horn(s).
    - Windshield wiper/washer.
    - Lights.
    - Headlights.
    - Dimmer switch.
    - Turn signal.
    - 4-way flashers.
    - Clearance, identification, marker light switch(es).

- Check Mirrors and Windshield.
  - Inspect mirrors and windshield for cracks, dirt, illegal stickers, or other obstructions to seeing. Clean and adjust as necessary.
- Check Emergency Equipment
  - Check for safety equipment:
  - Spare electrical fuses (unless vehicle has circuit breakers).
  - Three red reflective triangles.
  - Properly charged and rated fire extinguisher.
- Check for optional items such as:
  - Tire chains (where winter conditions require them).
  - Tire changing equipment.
  - List of emergency phone numbers.
- **Accident reporting kit (packet).**
- Turn Off Engine and Check
  - Lights Make sure the parking brake is set, turn off the engine, and take the key with you.
  - Turn on headlights (low beams) and four-way flashers, and get out.
- Do Walk-around Inspection
  - Go to front of vehicle and check that low beams are on and both of the four-way flashers are working.
  - Push dimmer switch and check that high beams work.
  - Turn off headlights and four-way, hazard warning flashers.
  - Turn on parking, clearance, side-marker and identification lights.
  - Turn on right turn signal, and start walk-around inspection.
- General
  - Walk around and inspect.
    - Clean all lights, reflectors and glass as you go along.
  - Left Front Side
    - Driver's door glass should be clean.
    - Door latches or locks work properly.
    - Left front wheel.
      - Condition of wheel and rim--missing, bent, broken studs, clamps, lugs, any signs of misalignment.
      - Condition of tires--properly inflated, valve stem and cap OK, no serious cuts, bulges, tread wear.
      - Use wrench to test rust-streaked lug nuts, indicating looseness.
    - Hub oil level OK, no leaks.
    - Left front suspension.
      - Condition of spring, spring hangers, shackles, u-bolts.
      - Shock absorber condition.
      - Left front brake.
      - Condition of brake drum.
      - Condition of hoses.
  - Front
    - Condition of front axle.
    - Condition of steering system.
      - No loose, worn, bent, damaged or missing parts.
      - **Must grab steering mechanism to test for looseness.**
    - Condition of windshield.

- Check for damage and clean if dirty.
- Check windshield wiper arms for proper spring tension.
  - Check wiper blades for damage, "stiff" rubber, and if secure.
- Lights and reflectors.
  - Parking, clearance and identification lights clean, operating, and proper color (amber at front).
  - Reflectors clean and proper color (amber at front).
  - Right front turn signal light clean, operating, and proper color (amber or white on signals facing forward).
- Right Side
  - Right front: check all items as done on left front.
  - Primary and secondary safety cab locks engaged (if cab-over-engine design).
  - Right fuel tank(s).
  - Securely mounted, not damaged or leaking.
  - Fuel crossover line secure.
  - Tank(s) contain enough fuel.
  - Cap(s) on and secure.
  - Condition of visible parts.
  - Rear of engine--not leaking.
  - Transmission--not leaking.
  - Exhaust system--secure, not leaking, not touching wires, fuel, or air lines.
  - Frame and cross members--no bends, cracks.
  - Air lines and electrical wiring--secured against snagging, rubbing, wearing.
  - Spare tire carrier or rack not damaged (if so equipped).
  - Spare tire and/or wheel securely mounted in rack.
  - Spare tire and wheel adequate (proper size, properly inflated).
- Cargo secured (trucks).
  - Cargo properly blocked, braced, tied, chained, etc.
  - Header board adequate, secure (if required).
  - Side boards, stakes strong enough, free of damage, properly set in place (if so equipped).
  - Canvas or tarp (if required) properly secured to prevent tearing, billowing, or blocking of mirrors.
  - If oversize, all required signs (flags, lamps, and reflectors) must be safely and properly mounted and all required permits in driver's possession.
  - Curbside cargo compartment doors securely closed, latched/locked, required security seals in place.
- Right Rear
  - Condition of wheels and rims--no missing, bent, broken spacers, studs, clamps, lugs.
    - Condition of tires--properly inflated, valve stems and caps OK, no serious cuts, bulges, tread wear, tires not rubbing each other and nothing stuck between them.
    - Tires same type, e.g., not mixed radial and bias types.
    - Tires evenly matched (same sizes).
    - Wheel bearing/seals not leaking.
  - Suspension.
    - Condition of spring(s), spring hangers, shackles, and U-bolts.
    - Axle secure.

- Powered axle(s) not leaking lube (gear oil).
- Condition of torque rod arms, bushings.
- Condition of shock absorber(s).
- If retractable axle equipped, check condition of lift mechanism. If air powered, check for leaks.
- Brakes.
  - Brake adjustment.
  - Condition of brake drum(s).
  - Condition of hoses--look for any wear due to rubbing.
- Lights and reflectors.
  - Side-marker lights clean, operating, and proper color (red at rear, others amber).
  - Side-marker reflectors clean and proper color (red at rear, others amber).
- Rear
  - Lights and reflectors.
    - Rear clearance and identification lights clean, operating, and proper color (red at rear).
    - Reflectors clean and proper color (red at rear).
    - Taillights clean, operating, and proper color (red at rear).
    - Right rear turn signal operating, and proper color (red, yellow, or amber at rear).
  - License plate(s) present, clean, and secured.
  - Splash guards present, not damaged, properly fastened, not dragging on ground or rubbing tires.
  - Cargo secure (trucks).
    - Cargo properly blocked, braced, tied, chained, etc.
    - Tailboards up and properly secured.
    - End gates free of damage, properly secured in stake sockets.
    - Canvas or tarp (if required) properly secured to prevent tearing or billowing to block either the rearview mirrors or to cover rear lights.
    - If over-length, or over-width, make sure all signs and/or additional lights/flags are safely and properly mounted and all required permits are in driver's possession.
    - Rear doors securely closed, latched/locked.
- Left Side
  - Check all items as done on right side, plus:
    - Battery(s) (if not mounted in engine compartment).
      - Battery(s) box securely mounted to vehicle.
      - Box has secure cover.
      - Battery(s) secured against movement.
      - Battery(s) not broken or leaking
      - Fluid in battery(s) at proper level (except maintenance-free type).
      - Cell caps present and securely tightened (except maintenance-free type).



- Vents in cell caps free of foreign material (except maintenance-free type).
- Check Signal Lights

➤ Get In and Turn Off Lights.

- Turn off all lights.
  - Turn on stop lights (apply trailer hand brake or have a helper put on the brake pedal).
  - Turn on left turn signal lights.
  - Get Out and Check Lights.
  - Left front turn signal light clean, operating and proper color (amber or white on signals facing the front).
  - Left rear turn signal light and both stop lights clean, operating, and proper color (red, yellow, or amber).

➤ Get In Vehicle.

- Turn off lights not needed for driving.
- Check for all required papers, trip manifests, permits, etc.
- Secure all loose articles in cab (they might interfere with operation of the controls or hit you in a crash).

➤ Start the engine.

- Start the Engine and Check
- Brake System Test For Hydraulic Leaks.
  - If the vehicle has hydraulic brakes, pump the brake pedal three times.
  - Then apply firm pressure to the pedal and hold for five seconds.
  - The pedal should not move.
    - If it does, there may be a leak or other problem. Get it fixed before driving.
  - **If the vehicle has air brakes, do the checks described in for air brakes.**
- Test Parking Brake
  - Fasten seat belt.
  - Allow vehicle to move forward slowly.
  - Apply parking brake.
    - If it doesn't stop vehicle, it is faulty; get it fixed.
- Test Service Brake Stopping Action
  - Go about five miles per hour.
  - Push brake pedal firmly.
    - "Pulling" to one side or the other can mean brake trouble.
    - Any unusual brake pedal "feel" or delayed stopping action can mean trouble.

- o If you see, hear, smell, or feel anything that might mean trouble, check it out.

## Safety Inspection

Drivers of trucks and truck tractors when transporting cargo must inspect the securement of the cargo within the first 25 miles of a trip and every 150 miles or every 3 hours (whichever comes first) afterward.

### ➤ After-trip Inspection & Report

- o You may have to make a written report each day on the condition of the vehicle(s) you drove.
  - Report anything affecting safety or possibly leading to mechanical breakdown.
- o The vehicle inspection report tells the motor carrier about problems that may need fixing.
- o Keep a copy of your report in the vehicle for one day. That way, the next driver can learn about any problems you have found.

### ➤ Vehicle Operating Safety

- o Seeing Ahead
  - To be a safe driver you need to know what's going on all around your vehicle. Not looking properly is a major cause of accidents.
  - All drivers look ahead; but many don't look far enough ahead.
- o Importance of Looking Far Enough Ahead.
  - Because stopping or changing lanes can take a lot of distance, knowing what the traffic is doing on all sides of you is very important.
  - You need to look well ahead to make sure you have room to make these moves safely.
- o How Far Ahead to Look.
  - **Most good drivers look 12 to 15 seconds ahead.**
    - That means looking ahead the distance you will travel in 12 to 15 seconds.
    - At lower speeds, that's about one block. At highway speeds it's about a quarter of a mile. If you're not looking that far ahead, you may have to stop too quickly or make quick lane changes.
    - Looking 12 to 15 seconds ahead doesn't mean not paying attention to things that are closer. Good drivers shift their attention back and forth, near and far.
  - Look for Traffic.
    - Look for vehicles coming onto the highway, into your lane, or turning. Watch for brakelights from slowing vehicles. By seeing these things far enough ahead, you can change your speed or change lanes if necessary to avoid a problem.
  - Look for Road Conditions.
    - Look for hills and curves--anything you'll have to slow or change lanes for.
  - Pay attention to traffic signals and signs.
    - If a light has been green for a long time, it will probably change before you get there. Start slowing down and be ready to stop. Traffic

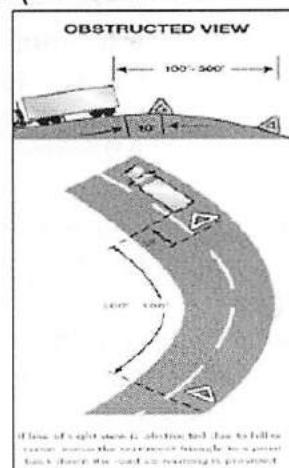
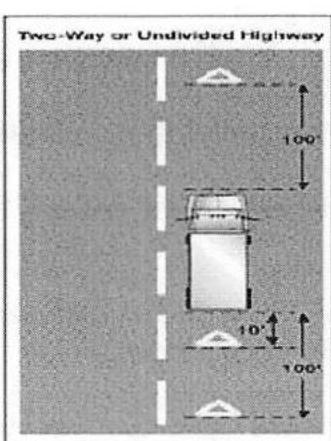
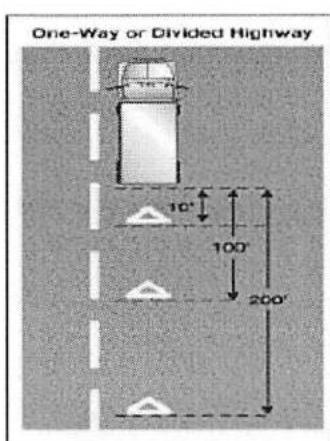
signs may alert you to road conditions where you may have to change speed.

- Seeing to the Sides and Rear
  - It's important to know what's going on behind and to the sides. Check your mirrors regularly. Check more often in special situations.
- Mirror Adjustment.
  - Mirror adjustment should be checked prior to the start of any trip and can only be checked accurately when the trailer(s) are straight. You should check and adjust each mirror as needed.
  - Regular Checks.
    - You need to make regular checks of your mirrors to be aware of traffic and to check your vehicle.
- Traffic.
  - Check your mirrors for vehicles on either side and in back of you. In an emergency, you may need to know whether you can make a quick lane change.
  - Use your mirrors to spot overtaking vehicles.
    - There are "blind spots" that your mirrors cannot show you. Check your mirrors regularly to know where other vehicles are around you, and to see if they move into your blind spots.
- Check your vehicle.
  - Use the mirrors to keep an eye on your tires. It's one way to spot a tire fire.
  - If you're carrying open cargo, you can use the mirrors to check it.
    - Look for loose straps, ropes, or chains. Watch for a flapping or ballooning tarp.
- Special Situations.
  - Special situations require more than regular mirror checks. These are lane changes, turns, merges, and tight maneuvers.
  - Lane changes.
    - You need to check your mirror to make sure no one is alongside you or about to pass you.
    - Check your mirrors:
      - Before you change lanes to make sure there is enough room.
      - After you have signaled to check that no one has moved into your blind spot.
      - Right after you start the lane change to double-check that your path is clear.
      - After you complete the lane change.
  - Turns.
    - In turns, check your mirrors to make sure the rear of your vehicle will not hit anything.
  - Merges.
    - When merging, use your mirrors to make sure the gap in traffic is large enough for you to enter safely.
  - Tight maneuvers.
    - Any time you are driving in close quarters check your mirrors often. Make sure you have enough clearance.

- How to Use Mirrors.
  - Use mirrors correctly by checking them quickly and understanding what you see.
  - Checking quickly.
    - When you use your mirrors while driving on the road, check quickly. Look back and forth between the mirrors and the road ahead.
    - Don't focus on the mirrors for too long. Otherwise, you will travel quite a distance without knowing what's happening ahead.
  - Understanding what you see.
    - Many large vehicles have curved (convex, "fisheye," "spot," "bugeye") mirrors that show a wider area than flat mirrors. This is often helpful. But everything appears smaller in a convex mirror than it would if you were looking at it directly. Things also seem farther away than they really are. It's important to realize this and to allow for it.

### When Parked At the Side of the Road.

- When you pull off the road and stop, be sure to turn on the 4-way emergency flashers. This is important at night. Don't trust the taillights to give warning. Drivers have crashed into the rear of a parked vehicle because they thought it was moving normally.
- **If you must stop on a road or the shoulder of any road, you must put out your emergency warning devices within ten minutes.**
- **Place your warning devices at the following locations:**
  - If you stop on a 2-lane road carrying traffic in both directions or on an undivided highway, place warning devices within ten feet of the front or rear corners to mark the location of the vehicle and 100 feet behind and ahead of the vehicle, on the shoulder or in the lane you stopped in.
  - Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
  - If you must stop on or by a one-way or divided highway, place warning devices 10 feet, 100 feet, and 200 feet toward the approaching traffic.
- When putting out the triangles, hold them between yourself and the oncoming traffic for your own safety. (So other drivers can see you.)



# Small Equipment Operation & Safety

## Injury Statistics

About 230,000 people each year are treated in hospital emergency rooms for injuries related to various lawn and garden tools.

Hospitals treat over 25,000 patients with eye injuries every year.

- Power lawn trimmers alone cause 1,500 eye injuries.
- Workshop grinders, drills and saws are among the tools named most often in the eye injury cases.

## Facts about Chainsaw Injuries

According to the U.S. Consumer Products Safety Commission there were over 28,500 chain saw injuries in 1999.

More than 36% were injuries to the legs and knees.

The average chainsaw injury requires 110 stitches and the average medical cost was \$ 5,600.00 in 1989.

*Data according to The Davis Garvin Agency*

## Learn About the Tool

Read and follow the instructions found in the owners/operators safety manuals.

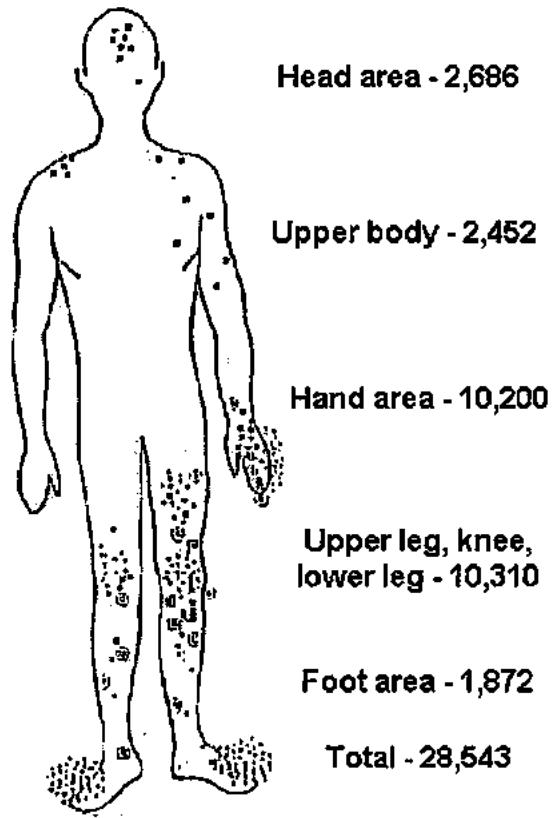
If you don't have a manual, get one. Read and follow the safety decals on the equipment.

Learn to operate equipment properly and safely and make sure it is in good working order before use. Practice with the equipment in a controlled environment to familiarize yourself with the controls and feel while operating.

## Basic Tool Safety Principles

- Use the right tool for the right job!
  - (i.e. don't cut a large lawn area with a weed whacker.)
- Keep all tools in good condition with regular maintenance.
- Operate tools according to the manufacturers' instructions.
- Wear and use properly the correct personal protective equipment.

### Accident Location and Frequency Related to Chain Saw Use in 1999



Statistics supplied by the U.S. Consumer Products Safety Commission's Report on Chain Saw-Related Accidents in 1989  
Source: NHTSA's (National) Electronic Injury Surveillance System

## Equipment Inspections

- All power tools must be inspected daily and before each use.
  - **Inspect the machine for damaged, missing or loose parts. Do not use damaged tools.**
- Never operate equipment without the proper guards, cover plates or other safety devices in place.
- If the equipment should vibrate abnormally, stop the engine immediately and check for the cause.

## Inspect the Work Area

- Check that the work area is clean and free of litter that will be shredded.
  - Always thoroughly inspect the area where the machine is going to be used and keep the area clear of people and animals.
- **Completely walk the area to check for stones and debris that might be trip hazards or cause damage to the equipment or be “thrown” by the equipment.**
  - Remember to watch for slip trip and fall hazards.

## Pinch, Crush, and Laceration Hazards

- Never place your hands or feet near any moving or rotating parts or near the discharge opening while equipment is running.

## Proper Attire

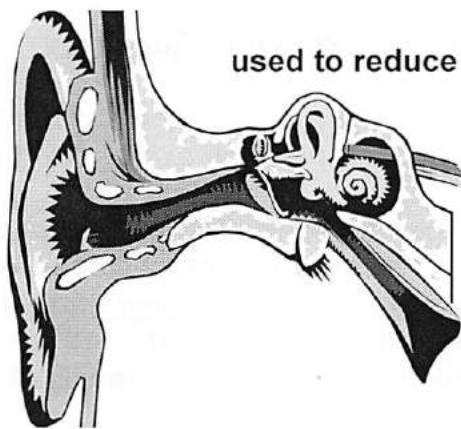
- Proper attire should be worn.
- **Loose clothing, ties or necklaces/jewelry can become caught in moving parts.**
- Always wear sturdy shoes and close fitting pants to avoid entanglement and for protection from flying debris.
- **Personal Protective Equipment**

**The following is a list of personal protective equipment to be used while operating any mechanized equipment:**

- Work gloves.
  - **Help protect the hands from abrasions and prevent many impact and laceration injuries.**
- Work shoes.
  - **Sneakers are not only unacceptable, they are dangerous.**
- Dust mask or respirator.
- Eye Protection
  - **Full face shield or safety goggles.**
  - **Wear wrap-around safety goggles, made of polycarbonate – the strongest lens material available.**
    - Don't rely on ordinary prescription glasses for eye safety.
      - **Although they are impact resistant, they are not safety eyewear.**
  - **Look for the label that says the goggles meet the American National Standards Institute (ANSI) Z87.1 standard.**

➤ Hearing Protection

- In the workplace, hearing protection must be noise exposure for any one who is exposed to 90 decibels or more over the course of their workday.
- Hearing protection may be used at lower levels, particularly for people who are even close to a 90 decibel exposure level.
- Sounds above 120 decibels can cause hearing damage even after only a brief exposure and must be avoided unless hearing protection is worn.



**Sound Levels**

- 20 dB - soft whisper
- 30 dB - leaves rustling, very soft music
- 60 dB - normal speech, background music
- 85 dB - heavy machinery with soundproof cab, average factory
- 90 dB - lawnmower, shop tools, subway
- 100 dB - heavy machinery w/o soundproof cab, motorcycles, major sporting event, chain saw
- 115 dB - loud music, sand blasting
- 140 dB - jet engine, marching band, shotgun

Source level in dB	85	88	90	92	94	95	97	100	105	110	115	120
OSHA	16		8	6		4	3	2	1	1/2	1/4	1/8
NIOSH	8	4			1	3/4	1/2	1/4				

**Types of Hearing Protection**

Keep in mind that not every type of hearing protection is good for every type of noise. Disposable foam earplugs (rolled and inserted properly) or earmuff type protection may be used for noise exposure. Both could be used together for slightly more protection. Custom made in-the-ear protectors are the best.

- Make sure the hearing protection being used is rated for the decibel (db) rating of the machine being operated (or noise level exposed to).

## Hearing Protector Adequacy

**NOTE:** The employer must remember that calculated attenuation values reflect realistic values only to the extent that the protectors are properly fitted and worn.

When using the Noise Reduction Rating (NRR) to assess hearing protector adequacy, one method that can be used is to subtract 7 dB from the NRR, and then subtract the remainder from the A-weighted, Time Weighted Average (TWA - The average level of sound you can be exposed to over an eight-hour period) and/or the noise level to obtain the estimated A-weighted TWA or noise level under the ear protector:

Noise Level in dBA – (NRR rating – 7) = Estimated Exposure in dBA

There are other more complicated methods depending on how you can measure the TWA (See OSHA standard)

\*Occupational Safety and Health Standard 1910.95 App B

## Local Law #113

### §24-242 Lawn care devices.

a) No person shall operate or use or cause to be operated or used any lawn care device:

1. On weekdays before eight a.m. and after seven p.m. or sunset, whichever occurs later; or
2. On weekends and New York state and federal holidays before nine a.m. and after six p.m.; or
3. At any time in such a way as to create an unreasonable noise.  
(1) For the purposes of this section unreasonable noise shall include but shall not be limited to an aggregate sound level of 75 dB(A) or more, attributable to the source or sources, as measured at any point within a receiving property. The provisions of paragraph (1) of this subdivision shall not apply to an employee of the department of parks and recreation or an agent or contractor of the department of parks and recreation who operates or uses or causes to be operated or used any lawn care device between the hours of seven a.m. and eight a.m. in any location more than three hundred feet from any building that is lawfully occupied for residential use. The distance of three hundred feet shall be measured in a straight line from the point on the exterior wall of such building nearest to any point in the location at which such lawn care device is operated or used or caused to be operated or used.

b) No person shall operate or use or cause to be operated or used any leaf blower not equipped with a functioning muffler.

### §24-243 Snow blowers.

The provisions of this code shall not apply to the operation of a snow blower for the purpose of complying with subdivision a of section 16-123 of the administrative code.

## Gasoline Powered Equipment Safety

- Never run an engine at excessive speed.
  - Do not tamper with the governor springs, linkages or any other part which may increase the governed engine speed selected by the manufacturer. (could blow the engine)
- Never run an engine with the air cleaner or cover removed.
  - Can cause engine damage by dirt/debris getting in (scraping of cylinders).
- Do not choke the carburetor to stop the engine except in an emergency. Use the cut-off switch.
  - The fuel mixture becomes too rich when choked and can the engine to rev too high and possibly blow.
  - Reduce the engine speed before stopping the engine.

## Fire, Burn and Hazardous Fumes Dangers

- When servicing or transporting equipment always remove the spark plug wire from the spark plug.
  - Secure the wire far enough away from the plug to prevent "arcing".
  - This prevents accidental starting.
- Never crank the engine with the spark plug removed.
  - Fuel and oil mixture or fumes can come out of the spark plug hole and cause a fire.
- Do not check for spark by removing the spark plug wire.
  - Use an approved tester.
- Never operate an engine without a muffler.
  - This is a fire hazard and a hearing damage hazard.
- Inspect the muffler periodically and have it replaced if necessary.
  - Never operate any engine with an accumulation of grass, leaves, dirt or other combustible material in the muffler area, near the cylinder fins or near the governor parts. Never touch a hot muffler, cylinder or fins.
- Hot engine parts may cause severe burns or fire.
  - Allow the engine to cool before servicing any parts.
- Do not operate the engine when an odor of gasoline is present or other explosive conditions exist.
  - Check fuel lines and fittings for leaks daily.
- Hazardous Fumes:
  - Never run any gasoline or diesel engine in an enclosed area.
  - Exhaust gases contain carbon monoxide, an odorless and deadly poison.

## Power Pole Pruner Safety

- Create a safe operating area.
  - Do not operate the pruner within 50 feet of:
    - Spectators.
    - Wires of any type (telephone, cable, power, etc.).
- Spectators and fellow workers must be warned and children and animals prevented from coming within 50 feet while the power pruner is in operation.
  - Use proper clothing & equipment.
- Before starting the unit, equip yourself and any other person working within the 50 foot safety zone with the required protective equipment and clothing.
- Always wear head protection with full face shield to help protect against falling



branches and debris.

### Power Pruner Pruning Techniques

- The Power Pruner is designed for light-to-medium trimming of limbs and branches up to a maximum of 8" in diameter.
- Follow these tips for successful operation:
  - Plan the cut carefully.
  - **Check the direction the branch will fall.**
  - Long branches should be removed in several pieces.
  - Do not stand directly beneath the branch being cut.
  - Plan a retreat path from the falling branch.
  - **Cut branches may bounce when they strike the ground.**
  - **Hold front cutting guide against the branch.**
  - This will prevent whipping of the branch.
  - **DO NOT use a back and forth sawing motion.**
  - Accelerate to full throttle and apply cutting pressure.
  - Ease cutting pressure when nearing the end of the cut to maintain control.
  - When cutting a limb 4" in diameter or larger, cut as follows:
    - Under cut  $\frac{1}{4}$  of the limb diameter near the trunk.
    - Finish top cut slightly farther out on limb.
    - Flush cut stub at trunk.
    - **Do not use a power pruner for felling or bucking.**



### Blower Safety

- Never point the blower in the direction of people or animals.
- Use only enough power to move the materials required.
- **Excessive blower speed is counter productive and increases your chance of injury.**
- Always wear safety glasses, hearing protectors and a dust mask.
- Avoid wearing loose clothing.
- Never block the air discharge pipe.
  - **This will cause excessive strain on the engine.**



## Lawn Mower Safety

- Never attempt to adjust the cutting height of the machine with the engine running.
- Never operate lawn mowers in wet grass.
  - **Always be sure of your footing.**
  - **A slip and fall could cause injury.**
- **Keep a firm grip on the machine and WALK, don't run.**
- Never operate a lawn mower in an area where serious injury could occur, e.g. steep slopes.
- Stop the engine when crossing gravel drives or any other rocky area.
- After striking a foreign object, stop the engine immediately, **remove the spark plug wire** (and secure the wire far enough away from the plug to prevent "arcing") and thoroughly inspect the entire machine for damage.
- **Repair any damage before starting and operating the mower again.**
- Shut the engine off and wait until the blade stops rotating before servicing any part of the machine.
- Again, **remove the spark plug wire** to prevent accidental starting of the engine.
- Remember, the blade continues to rotate for a few seconds after the engine is turned off.
- Use a stick to clear a clogged discharge chute.
- **Never use your hands.**
- Always wear safety glasses to protect your eyes from foreign objects that may be thrown out by the machine.
- Wear a dust mask to protect lungs from inhaling dust kicked up by the rotating blades.

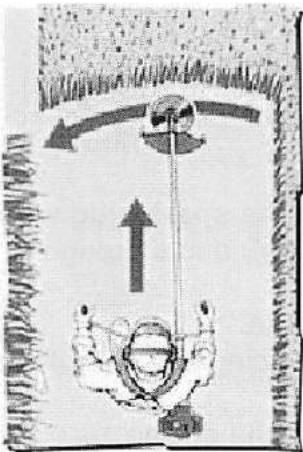
## Weed Trimmer Safety

- Always wear eye protection when operating weed trimmers.
  - **Safety goggles are acceptable but a full face shield is recommended (in addition to the goggles).**
- Never use any type of wire in place of the nylon string.
- Use caution when installing cutting blades because cutting edges or points of the blades are very sharp.
- **Make sure the tools used are properly seated on their respective bolt or holder and you have a firm grip on the tools.**

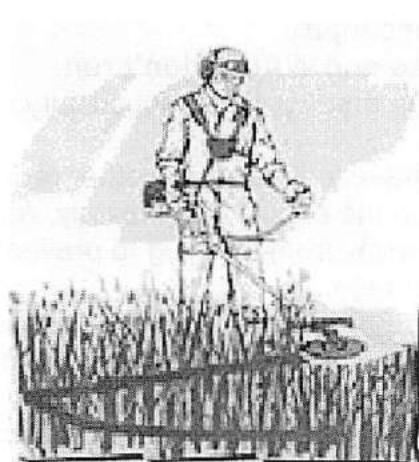
## Using Blades on Weed Trimmers

- Extreme care must be taken when using brush or saw blades.
- **To ensure safe operation:**
  - **Always use the shoulder harness whenever blades are used.**
  - **Never use blades near sidewalks, fencing, posts, buildings or other hard objects.**
  - If a blade hits a hard object, a serious kick back can occur. Use the nylon trimmer line near this type of object.
- **Use brush and saw blades only for the purpose they were designed for.**
  - **Use a brush blade to cut brush up to 3/4" in diameter.**
  - **Use the saw blade for small trees up to 2" in diameter.**
  - Never use a blade after hitting a hard object without completely inspecting the blade for bent cutters and/or cracks.

- A cracked or bent blade may shatter, sending dangerous debris flying at the operator or bystanders. If either is found, the blade must be replaced.



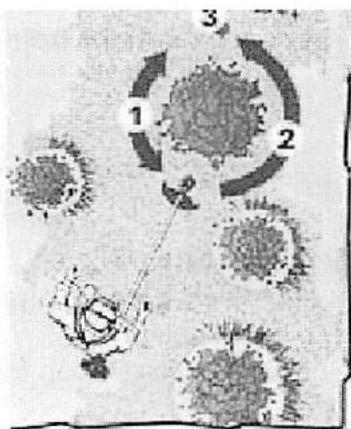
When cutting a level area, follow the pattern above. This throws debris away from the operator.



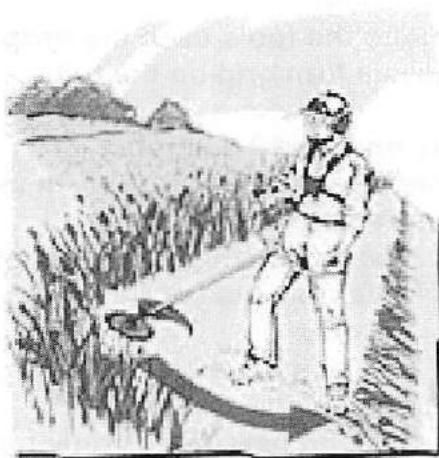
When cutting high weeds, make two passes. The first one high to trim off the top of the weeds and the second at the level you want to leave the cutting.



When cutting a large area, use a square cutting pattern. Trim in one direction starting with the perimeter and moving toward the center.



When cutting around shrubs and trees, follow the pattern above



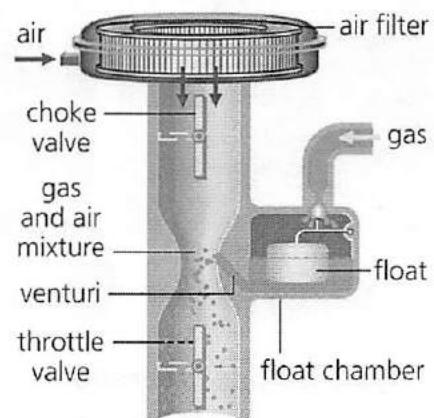
When cutting on a slope, follow the pattern above. Clearing above and next to yourself.

## Gravely/ Scag Safety

- Before starting the engine, make sure the direction control lever is in the "neutral" position and the power take off lever is in the "disengaged" position.
- When operating on slopes, use a slow tractor speed and engage the direction control lever slowly.
- Use caution when operating the machine in reverse.
- Never operate a machine with the dead-man switches disabled.
- Never get in between the handlebars when operating the tractor.
- Wear eye protection when checking the battery.
- Never use a metal funnel to add water to the battery.

## Engine Starting Procedures - Cold

- When starting a cold engine the following procedures should be used:
  - Put the choke switch in the fully closed position.
  - Move the ignition switch to the start/run position (if applicable).
  - Place the throttle in the start position or depress the trigger throttle in the full open position.
  - Slowly pull the starter cord until tension is felt. Then rapidly pull the starter cord to avoid engine kickback and prevent hand and arm injury until the engine fires (or turn the key if electric start).
  - After the engine fires, move the choke to the run position (fully open position).
  - Hold the throttle in the full open position and pull the starter cord until the engine starts.
    - If the engine is flooded, place the throttle in the fast position, turn the choke to the run position (fully open position) and crank the engine until it starts.
  - Move the throttle to the idle position and allow the engine to warm up for several minutes. After the engine warms up, gradually move the throttle to increase engine RPM to operating speed.
- Engine Starting Procedures - Warm
  - When starting a warm engine:
    - Move the ignition switch to the start/run position (if applicable).
    - Place the choke in the run position.
    - Pull the starter cord until the engine starts.
  - If the engine doesn't start after four pulls, use the cold start procedures.



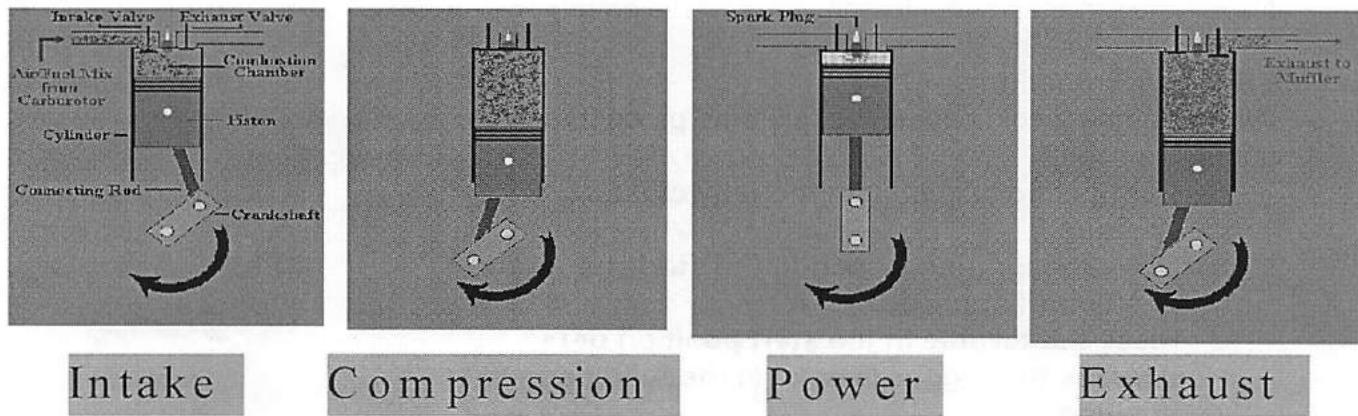
## 2-cycle Versus 4-cycle Engines

- 4-cycle engines have an oil reservoir that lubricates and cools the engine parts by pumping oil through the engine block and crankcase.
- 2-cycle engines have no oil reservoir and depend on oil added to fuel to lubricate and cool the engine.
- 2-cycle engines have less moving parts. No camshaft, valve train or timing gears. This allows them to be lighter than 4-cycle engines.
- A 4-cycle engine must be operated in an upright position.

- If the engine is operated upside-down the oil pump will not be able to lubricate the engine and damage will occur.
- A 2-cycle engine can be operated upside down.
  - This is accomplished by allowing the fuel/oil mixture to pass through the crankcase cooling and lubricating the parts.

#### 4-cycle Engine Operation

- A 4-cycle engine uses four strokes of the piston to accomplish one power firing of the engine.



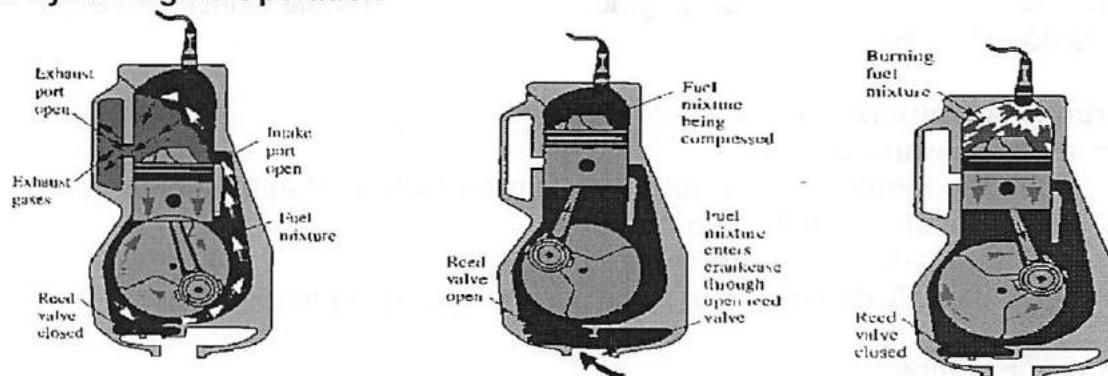
#### 2-cycle Engine Operation

- A 2-cycle engine accomplishes the same basic operation in just two strokes of the piston. Power and exhaust in one stroke. Intake and compression in another.
  - This allows the 2-cycle engine to have two power strokes for every one on a 4-cycle engine.

#### 2-cycle engines are far more powerful than 4-cycle engines.

- Almost twice the horsepower in the same size engine.
- 2-cycle engines run at almost twice the speed of four cycle engines.
- 2-cycle engines also run hotter than 4-cycle engines.
  - Because of this the proper fuel/oil mixture is extremely important.

#### 2-cycle Engine Operation



#### Fueling Safety

- Do not smoke when filling the fuel tank.
- Never fill the tank with the engine running. Allow the engine to cool before refueling.
- Do not operate the engine if gas has been spilled. Wipe off any spilled gas before operating the engine.
- Move 10 feet away from fueling area before operating the engine.

- Always use an approved container for storing fuel.
- Do not store, spill or use gasoline near an open flame or devices such as a stove, furnace or water heater which utilizes a pilot light or spark-creating device.
- **Never fuel indoors, always fill tanks outside.**
- When filling containers, always place the container on the ground. **Never fill a container on the back of a truck.**

### 2-cycle Engine Fuel Mixture

- **Determining the amount of 2-cycle oil needed for the proper fuel mixture:**
  - Convert the gallon amount of the mixture into ounces.
  - Divide the number of ounces by the first number in the fuel ratio.
  - The answer obtained is the amount of 2-cycle oil needed for the mixture.

For Example:

- **If you want to make two gallons of 32:1 (gas:2-cycle oil) mixture.**
  - Convert 2 gallons to 256 ounces.
  - Divide 256 ounces by 32.
  - The answer is 8 ounces of two cycle oil is needed to make 2 gallons of 32:1 mixture.

### Fuel Volume Conversion Chart

Original Quantity	Equivalent Ounces
4 gallons	512 ounces
3 gallons	384 ounces
2 gallons	256 ounces
1 gallon	128 ounces
1/2 gallon	64 ounces
1 quart	32 ounces
1 pint	16 ounces
1/2 pint	8 ounces

## Fuel Mixtures

Gas	20 : 1	Two-Cycle Oil
1/2 gallon	3 1/4 ounces	
1 gallon	6 1/2 ounces	
2 gallons	12 3/4 ounces	
3 gallons	19 1/4 ounces	
4 gallons	25 1/2 ounces	
5 gallons	32 ounces	

Gas	25 : 1	Two-Cycle Oil
1/2 gallon	2 1/2 ounces	
1 gallon	5 ounces	
2 gallons	10 1/4 ounces	
3 gallons	15 1/3 ounces	
4 gallons	20 1/2 ounces	
5 gallons	25 1/2 ounces	

Gas	32 : 1	Two-Cycle Oil
1/2 gallon	2 ounces	
1 gallon	4 ounces	
2 gallons	8 ounces	
3 gallons	12 ounces	
4 gallons	16 ounces	
5 gallons	20 ounces	

Gas	40 : 1	Two-Cycle Oil
1/2 gallon	1 1/2 ounces	
1 gallon	3 1/4 ounces	
2 gallons	6 1/2 ounces	
3 gallons	9 1/2 ounces	
4 gallons	12 3/4 ounces	
5 gallons	16 ounces	

Gas	50 : 1	Two-Cycle Oil
1/2 gallon	1 1/4 ounces	
1 gallon	2 1/2 ounces	
2 gallons	5 ounces	
3 gallons	7 3/4 ounces	
4 gallons	10 1/4 ounces	
5 gallons	12 3/4 ounces	

### How to Mix Gas and 2-cycle Oil

- Pour about 1/2 of the amount of gasoline required into a clean and empty gasoline container.
- Add the total amount of 2-cycle oil required for the fuel mixture.
- Mix thoroughly.
- Add the remainder of the gasoline required.
- Mix thoroughly again.
- **Determining the Amount of 2-cycle Oil Needed**
  - If the machine requires a 32:1 fuel mixture and you want to make one gallon of this mixture:
    - Pour about 1/2 gallon of gasoline into a totally empty gasoline container.
    - Add 4 ounces of 2-cycle oil to the container.
    - Mix thoroughly.
    - Add another 1/2 gallon of gasoline to the container.
    - Mix thoroughly again.
  - This technique ensures a fully blended mixture.

### 2-cycle Fuel Mixture Precautions

- Don't mix more fuel than will be used in a week.
- Use only regular unleaded gasoline.
- Don't use diesel fuel.
- Don't use gasohol.
- Use only 2-cycle oil for fuel mixtures. Never use motor oil as a substitute for 2-cycle oil.
- Never mix gas and 2-cycle oil in the machine's fuel tank.

- Never estimate. Always use appropriate measuring devices.
- Always use appropriate / approved containers for mixing and storing fuel.
- Make sure that the container is clean and empty before starting to mix.
- Label all containers.

#### Equipment Maintenance - Air Filters

- All two and four cycle engines have air cleaners that filter air through oil, oiled foam, mesh, or paper to remove impurities from the air before it enters the carburetor.
- Never run an engine without an air filter or with the filter removed.
- **Torn filters must be replaced before operating the engine.**
- **Oil soaked paper filters must also be replaced.**
- **Air filters should be cleaned at least weekly.**
  - **More often if equipment is operated in a dusty environment.**
- Each type should be cleaned or replaced as recommended by the manufacturer.
- Oil soaked foam filters must be re-oiled after cleaning.

#### Equipment Maintenance - Exteriors

- All engines become dirty with use and must be cleaned regularly.
  - **Heavy coats of grease and grime not only prevent the engine from working at peak efficiency but can also cause damage due to overheating.**
- Clean the entire machine daily to prevent clogging of the vents and overheating of the engine.
- **Allow the engine to cool entirely before attempting to clean any parts.**
- **Pay special attention to the muffler and governor areas.**

#### Equipment Maintenance – Oil

- On 4-cycle engines the oil should be changed at least every two weeks or 25 hours of operation.
  - **Use 10W30 or 10W40 grade oil.**
- **If the engine is used more than 5 hours per day, change the oil more frequently.**
- Engine oil level should be checked before leaving the garage and again every time the engine is refueled.
  - **Oil level should be checked with the equipment on level ground.**
- **To prevent splashing of oil, make sure the engine is completely stopped before checking oil level.**
- **Never pull the starter cord while the oil level inspection plug is removed. Oil may splash out.**
  - **Engine oil has the capacity to run over 300 degrees Fahrenheit.**

#### Equipment Maintenance - Cooling System

- Thoroughly clean the cylinder fins and air intake screens weekly.
- **Compressed air and a stiff brush can be used to accomplish this.**

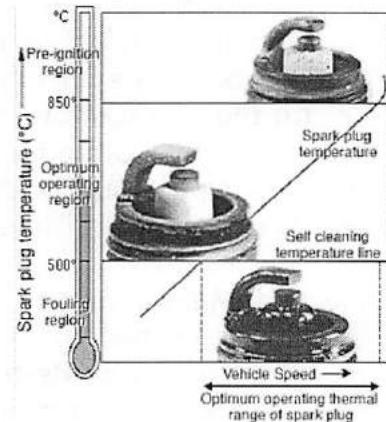
#### Equipment Maintenance - Spark Plugs

- Spark plugs should be cleaned and reset after every 100 hours of operation or once a month.
  - **Use a spark plug cleaning machine or a soft bristle (brass) wire brush to clean.**
  - **If neither of these items is available, replacement of the plug is recommended.**

- Be careful not to bend the electrode or break the ceramic insulator.
- Use compressed air to blow out any debris that may remain on the plug after cleaning.
- Re-gap the spark plug after cleaning.
  - Gap the spark plug using a spark plug gauge according to the equipment manufacturer's specifications.

## Spark Plugs

- Spark plugs should also be replaced every season.
- When placing the spark plug back in the machine:
  - Begin threading the plug into the opening by hand.
  - Do not use tools to thread the plug into the cylinder as cross threading may occur.
  - Gently tighten the plug using a spark plug wrench.
  - Be careful not to over tighten the plug or crack the ceramic insulator.
- Never remove a spark plug from a hot, or even a warm, engine.
  - It may cause the engine to crack at the spark plug opening.
- If you're not sure how to perform any of these procedures, bring the equipment in for professional service.



## Winterization of Engines

- At the end of the equipment's season of operation or if the equipment is not going to be used for several months, gas powered equipment must be prepared for storage to prevent damage.
  - Use a fuel stabilizer or drain the fuel tank.
  - Remove all fuel and run the engine until it stops.
  - Old fuel tends to go bad and will foul the sparkplug if used.
  - In 4-cycle engines, change the oil.
    - Fresh oil prevents damage from contaminants that might be in the old oil.
  - Remove the spark plug and place 1 bottle cap full of motor oil directly into the cylinder through the spark plug opening.
    - $\frac{1}{2}$  capful in small 2-cycle engines.
  - With the spark plug removed, pull the starter cord slowly or operate the starter system to coat the inside of the cylinder with oil.
    - This prevents corrosion of the cylinder during storage.
  - Every month during the storage of the equipment, the starter cord should be operated to recoat the cylinder with oil.
  - Replace the spark plug and thoroughly clean the entire machine.
  - The equipment is now ready for storage.

## Returning Equipment to Service

- Inspect the machine to ensure that all guards are in place, parts are secured properly and machine is in working order.
- On 4-cycle engines, check the oil levels.
- Fill the fuel tank with fresh fuel.
- Be sure to use a proper fuel/oil mixture for 2-cycle engines.
- Check the spark plug for proper gap and cleanliness, replace or clean and gap as

**necessary.**

- **Start the engine following proper starting procedures for the equipment .**
- **Inspect for proper operation of the equipment and any repair problems before placing the equipment back in service.**

# **Swimming Pool Operations**

## **Introduction**

Public swimming pools are one of New York City's efforts to provide a safe water recreational outlet for community residents. Initially, the focus was on the needs of children, but the aim of pool construction was broadened to include the community as a whole.

The Department of Parks and Recreation, with input from community groups, has made this well-supervised activity a reality each season.

**Parks and Recreation operates 65 swimming pools:**

- **34 outdoor pools, 19 mini-pools, and 12 indoor pools.**
- **We also provide 21 wading and 5 diving pools that are not included in this number.**

**The most important job of Agency personnel assigned to a pool is to maintain a safe and pleasant facility for the public.**

The purpose of this section is to explain some of the supervisory procedures necessary for effective operation of a pool facility, And for maintaining the different types of filtration systems used in our swimming pools.

It also describes the various chemicals used and how to test:

- The pool water,
- The common water problems,
- Safety procedures and definitions of the most commonly used terms and words.

An appendix with illustrations and graphics of pumps, valves and pool fixtures used in the Parks Department has been included.

These illustrations show systems in use in both public and private recirculating filtration systems.

## **Pool Managers Responsibilities**

Pool Managers must be available to the public at all times, either directly or through pool personnel or through 311.

Pool Managers should work a 10:30 AM - 7:30 PM tour of duty. This will ensure they are available to the public during normal operating hours.

Park Supervisors must substitute for Pool Managers on days off and when working the early tour of duty.

**A Pool Manager must maintain a public contact tracking system.**

Each time a Pool Manager responds to an inquiry from the public:

- A written record is made and copies forwarded to:
  - Borough Pool Manager.
  - If action is required by another division copies are forwarded to the appropriate division supervisor.
    - (Note: this does not substitute for a work order if one is required).

There must be a timely follow up on all public inquiries and concerns. Pool Managers are required to respond to all public referrals from Central Communications within 24 hours.

The Manager will contact the borough Pool Manager for help in solving problems that cross divisional lines if required.

Managers encourage the development of a team approach to pool operations by clearly defining the role of each employee at the pool. They should get to know all pool staff by name.

**At the conclusion of the pool season the Pool Manager will:**

1. **Make a formal evaluation of all pool staff and forward to the appropriate division supervisor.**
2. **Make an informal evaluation of each division supporting pool operations (5-Borough, Borough Shops, PEP, Lifeguards, Communications, Telecommunications, and Police) and forward it to the borough Pool Manager.**

**POOL MANAGER PROGRAM****PUBLIC CONTACT TRACKING SYSTEM****Pool Information**

Pool \_\_\_\_\_ Date \_\_\_\_\_ Number \_\_\_\_\_

Pool Manager \_\_\_\_\_ Phone \_\_\_\_\_

Day of Week \_\_\_\_\_ Time \_\_\_\_\_ Weather \_\_\_\_\_ Attendance \_\_\_\_\_

**Public Information**

Name &amp; Address \_\_\_\_\_ Phone \_\_\_\_\_

Age \_\_\_\_\_

Sex \_\_\_\_\_

Note: ABOVE INFORMATION IS VOLUNTARY. IF CITIZEN IS UNWILLING TO PROVIDE,  
RECORD THEIR SEX AND ESTIMATE AGE.

Concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Action Taken**

Referral to: Self - Five Borough - PEP - Lifeguards - Borough Shops - Borough Office - Other

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Final Disposition**

Date \_\_\_\_\_

Condition or concern resolved? - Yes / No

Describe how resolved. If condition could not be resolved, describe what  
prevented its resolution.

Total days needed to resolve. \_\_\_\_\_

Public comment, if any. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pool Manager. Signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Pool - Borough Pool Manager - Director, Beaches &amp; Pools

## **Team Building**

A team is a group of people that have a common goal, mutual trust for one another and each has a thorough understanding and acceptance of the system of rewards, discipline and work sharing. The group must have a charter or reason for working together and members of the group must be interdependent. They need each other's experience, ability and commitment.

Team members must be committed to the idea that working together as a group leads to more effective decisions than working in isolation.

Also, the group must be accountable as a functioning unit within a larger organizational context.

In order to promote teamwork and cooperation a meeting must be held daily with representatives of the M&O staff, Lifeguards and PEP officers.

### **Daily Safety and Security Meetings**

Pool Managers must conduct daily Pool Safety/Security meetings. These meetings are to be conducted in the morning before the pool opens and provide an opportunity for all pool personnel to discuss problems from the previous day and develop a plan for the current day.

**The following pool personnel should attend the daily security/safety meeting:**

1. **Pool Manager (PS 2)**
2. **Pool Supervisors (PS 1)**
3. **Park Enforcement Officers (PEP)**
4. **Lieutenant Lifeguards**
5. **Police Officers**

**In addition to the people listed previously, the pool manager may choose to include other pool staff that he/she feels could benefit and provide input to the meeting.**

Immediately following the meeting the Pool Manager must complete a meeting report form. Keep it on file as a record of the people attending, Topics discussed and any action that is to be taken as a result of the meeting. The form must be signed by the Pool Manager or one of the supervisors if the pool manager is not available, and filed in the pools daily log.

***DAILY POOL  
SAFETY & SECURITY MEETING***

Pool \_\_\_\_\_ Borough \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

**Attendance (Print Name)**

Pool Manager \_\_\_\_\_ Other \_\_\_\_\_

Lt. Lifeguard \_\_\_\_\_ Other \_\_\_\_\_

PEP Sergeant \_\_\_\_\_ Other \_\_\_\_\_

**NYPD** \_\_\_\_\_ **Other** \_\_\_\_\_

**Topic Discussed** \_\_\_\_\_

---

### Action Required

**Pool Manager (Signature)** \_\_\_\_\_

## **Department of Health Codes**

In order to protect workers and the general public, the New York City Department of Health has issued a code covering every facet of pool operations.

### **Every Pool Supervisor should:**

- 1. Familiarize him/herself with the provisions of the Code.**
- 2. Train all subordinate staff in observing Code regulations.**
- 3. Prominently display the code where the staff can see it.**
- 4. Prominently display the Health Departments Certification of Operation.**

### **Scheduling of Employees**

In order to insure an efficient pool operation it is vital for the supervisor to pay close attention to the scheduling of employees assigned to the pool.

Care must be taken to schedule employees during the early shift to ensure that the pool will be ready to open on time. It's also important to have sufficient employees assigned to the later shift to allow for the pool to be properly prepared for the next day's operation after closing and for watchman coverage through the night.

These factors must always be considered when scheduling employees RDOs and Annual Leave.

### **Agency Pool Rules, Permits and Regulations**

Compliance with the Department of Health, Fire Department and N.Y.S. Department of Environmental Protection require the following rules, licenses and regulations:

#### **Department of Health requires the following documents be posted at the pool:**

- Department of Health Pool Permit.**
- Department of Health Pool Operations Technology certificate.**
- At least one supervisor must post his/her certificate on the bulletin board.**
- Department of Health - Rules and Regulations Law -Article 165.**
- Department of Health - Pool Safety Plan.**
- Right-to-know information (MSDSs).**

### **Pool Inspections**

Pool facilities must be inspected daily in order to ensure that it is safe for the patrons to enter the facility and that the pool is in compliance with Department of Health regulations.

**The daily inspection can be performed by either the Pool Manager or one of the Pool Supervisors at the facility.**

This inspection must include, but is not limited to the items on the pool opening checklist. The opening checklist must be filled out on a daily basis by one of the Supervisors at the pool and be signed by the Pool Manager or one of the Supervisors when the Pool Manager is not in.

## **OPENING CHECKLIST**

Pool \_\_\_\_\_ Borough \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time \_\_\_\_\_

**Inventory** (Please note if present by placing a  mark. If there is more than one item present, indicate how many).

• <input checked="" type="checkbox"/> DPD Test Kit _____	• <input checked="" type="checkbox"/> Chlorine _____
• <input checked="" type="checkbox"/> Rescue Tubes _____	• <input checked="" type="checkbox"/> Pool Permit Posted _____
• <input checked="" type="checkbox"/> Ring Buoys _____	• <input checked="" type="checkbox"/> DOH Pool Operator Certificate Posted _____
• <input checked="" type="checkbox"/> Reaching Poles _____	• <input checked="" type="checkbox"/> Lifeguard & CPR Certification Posted _____
• <input checked="" type="checkbox"/> Blankets _____	• <input checked="" type="checkbox"/> Safety Plan _____
• <input checked="" type="checkbox"/> Backboard W/Straps _____	• <input checked="" type="checkbox"/> Article 165 Posted _____
• <input checked="" type="checkbox"/> Head Immobilizer _____	• <input checked="" type="checkbox"/> Camera Position Correct _____
• <input checked="" type="checkbox"/> Stiff Collar _____	• <input checked="" type="checkbox"/> Signs - Warning / Rules _____
• <input checked="" type="checkbox"/> Resuscitator W/Mask _____	• <input checked="" type="checkbox"/> PA System _____
• <input checked="" type="checkbox"/> First Aid Kit _____	• <input checked="" type="checkbox"/> Bull Horn _____
• <input checked="" type="checkbox"/> Injury / Illness Log _____	• <input checked="" type="checkbox"/> Air Horn _____
• <input checked="" type="checkbox"/> MSDS Posted _____	• <input checked="" type="checkbox"/> Camera _____

Comments / Action \_\_\_\_\_

**Facilities / Maintenance (Yes or No)**

• <input checked="" type="checkbox"/> Pool Bottom Visible _____	• <input checked="" type="checkbox"/> Water Fountains Working _____
• <input checked="" type="checkbox"/> Filters Working _____	• <input checked="" type="checkbox"/> Fencing / Gates Secure _____
• <input checked="" type="checkbox"/> Deck Clean _____	• <input checked="" type="checkbox"/> Access to Free Phone _____
• <input checked="" type="checkbox"/> Deck in Good Repair _____	• <input checked="" type="checkbox"/> Turnstiles Working _____
• <input checked="" type="checkbox"/> Ladders / Handrails Secure _____	• <input checked="" type="checkbox"/> Vacuum Working _____
• <input checked="" type="checkbox"/> Mini-Pool Shower Working _____	

Comments / Action \_\_\_\_\_

**Locker Rooms (Yes / No)**

<b>Men</b>	<b>Women</b>
• <input checked="" type="checkbox"/> Clean _____	• <input checked="" type="checkbox"/> Clean _____
• <input checked="" type="checkbox"/> Good Repair _____	• <input checked="" type="checkbox"/> Good Repair _____
• <input checked="" type="checkbox"/> Showers Working _____	• <input checked="" type="checkbox"/> Showers Working _____
• <input checked="" type="checkbox"/> Soap _____	• <input checked="" type="checkbox"/> Soap _____
• <input checked="" type="checkbox"/> Commodes Working _____	• <input checked="" type="checkbox"/> Commodes Working _____

Comments / Action \_\_\_\_\_

**Staffing (Indicate Number Present)**

Pool Manager _____	Lt. Lifeguard _____
PS _____	PEP Sergeant _____
FPO _____	Lifeguards _____
M&O _____	PEP _____
NYPD _____	Other _____

Name / Title \_\_\_\_\_

## **Department of Health Inspections**

When a Department of Health Inspector visits your pool:

- Any employee approached by a DOH inspector must immediately notify the Pool Manager or in his/her absence, a Pool Supervisor.
- The Pool Manager or Supervisor must escort the inspector through the pool during the inspection.
- The Pool Manager or Supervisor must accept the DOH inspection report and take action on any violations found.
- The inspection reports are to be filed in the Pool Log and kept as a matter of record for at least six months.

**At the end of the pool season the reports are to be forwarded through the borough Pool Coordinator to the citywide Pool Coordinator's Office.**

## **Incident Reporting**

In the event of an injury or incident at the pool, the following is the reporting process for all Agency pools:

1. **The Pool Manager or Pool Supervisor is to be notified immediately.**
2. **The proper personnel will respond to the emergency as follows:**
  - a. Lifeguards - Water Safety & First Aid.
  - b. NYPD - Security and Injury/Incidents.
  - c. Park Enforcement - Security and Injury/Incidents.
3. **The Pool Manager/Supervisor will call for an ambulance if needed (911).**
4. **The Pool Manager and PEP officers will notify Central Communications of any major incident by phone or radio ASAP.**
5. **Each operational division will fill out the proper incident report and forward it through its respective chain of command.**
6. **The Pool Manager is to obtain copies of all incident reports regardless of the Division/Agency responding to the emergency.**

## **Pool Height Requirement Enforcement**

Staff assigned to front gate duties should pay close attention to all children who enter the pool. Children who appear to be under the height requirement must be measured. **Do not let children stand on tip toes.**

Standards:

- Height Requirement
  - This will vary from pool to pool, however, the minimum must be at least **eight inches (8") above the depth of the pool main drain.**
- Deep Water Pools
  - Indoor/Outdoor deep water pools minimum height requirement is **four feet eight inches (4' 8").**
- Procedures:
  - Check points are placed at the front door.
- Admission will be denied to those under the height requirement unless a parent or guardian (relative or friend) at least sixteen years of age is accompanying the child.
- Staff must stress to the parent or guardian that they are responsible for supervising any child they bring into the pool, both on the deck and in the water.
  - **Parents or guardians must accompany the child on the deck and wear a bathing suit.**
- There should be a second reference marker at the door of each locker room leading to the pool deck.
  - Children under the height requirement must be detained at the door until met by a parent, guardian or camp counselor.
- Lifeguards and all other pool staff must be instructed to be alert for children who are unattended and under the height requirement.
  - Staff should try to match the child with his/her adult supervisor.
- Reference markers must be painted on the lifeguard chairs.
  - Children that are not matched with their adult supervisor (must be 16 years old) will be brought to the pool office until the adult supervisor can be located.
- Announcements are to be made over the PA system and/or with bull horns.
- Children who are turned away from the pool should be informed of the nearest mini-pool and/or pool that has shallow water.

**Note: The height requirement does not apply to groups using the pool under a permit since they will have their own lifeguards and counselors to supervise the children.**

## Day Camp Pool Permit Procedures

One of your attachments is a copy of the guidelines and must be issued to the camp that is receiving a permit.

Agency pool staff will be expected to enforce the guidelines as follows:

1. Check permits at the gate.
2. Confirm arrangements with the group leader and have them sign the pool log book verifying acceptance of rules, regulations and responsibilities.
3. Confirm number of campers present.
4. Confirm that adequate camp lifeguards are present.
5. 1 lifeguard for 25 campers.
6. Lifeguards must produce certification.
7. Proper certification includes original, accepted Lifeguarding Certificate or Water Safety Instructor Certification.
8. Ensure that camp counselors supervise campers appropriately on the deck and in the locker rooms.

Counselor to camper ratios:

- o 1:4 under 6 years old.
- o 1:6 ages 6 - 7.
- o 1:8 ages 8 and above.
- o Sound horn for buddy check every 15 minutes.

**Note: Whenever possible, a roped off section of the pool should be provided for camp use only. This area must fall in the open pool area that is also covered by Agency Lifeguards.**

**Note: Permits are usually not granted after 1:00 pm for safety reasons.**

# **SAMPLE DAY CAMP NOTIFICATION**

To: \_\_\_\_\_ Day Camp

From: Citywide Director, Beaches & Pools

Date: June 1, 1996

**Subject: Camp Use of Parks & Recreation Swimming Pools**

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Enclosed is your 1996 Parks & Recreation Pool Permit. This memo details your responsibilities as a camp operator when using Parks and Recreation pools. Please take a moment to become familiar with your responsibilities.

Each camp obtaining a pool permit must meet the requirements detailed in section 7-2.11 (g) of the State Sanitary Code (SSC) and Article 48 of the New York City Health Code. Compliance with both City and State Codes, for Parks & Recreation purposes requires the following of camp personnel:

**Group Leader**

1. At time of visit check with the Parks staff at gate and verify arrangements, responsibilities and produce a copy of lifeguard certification and pool permit.
2. Sign pool log verifying acceptance of rules, regulations and responsibilities.

**Camp Counselor**

1. Supervise campers while in locker room. Prohibit horseplay of any kind.
2. Do not permit campers to leave trash behind or in any way damage the facility.
3. Supervise campers in pool area, prohibit horseplay of any kind, including running on deck, running jumps into the pool and head first dives.
4. Conduct buddy check.

**Camp Lifeguard**

1. Rely on the judgement of Parks lifeguard staff for use of facility.
2. Whistles may not be used.
3. Assess swimming ability of campers. Campers must be able to swim or stand with head and shoulders above water. Campers who cannot stand with head and shoulders above water will be confined to the wading pool or non-swimming activities outside of pool.
4. Supervise campers while swimming.
5. Immediately assist any camper who is in trouble in the water but follow directions of Parks lifeguards as soon as they reach the swimmer.

**Note:**

1. Pool Manager must be notified immediately of all problems.
2. Wherever possible, camps will be assigned to a section of the pool reserved for camps only.
3. Parks staff will sound a horn every 15 minutes to facilitate the buddy check.
4. Camp staff must wear a staff shirt identifying themselves as counselors. Counselors on deck will not be required to wear a swim suit; however, it is recommended that they do so.
5. Camp lifeguards must wear a staff shirt and swim suit.

## **Lock Policy**

The Agency requires that all patrons entering a pool facility must have an acceptable lock for the locker facilities.

The lock requirements are as follows:

1. All patrons must have a padlock to enter the pool.
2. Pre-season information on the rules and regulations at the pools is disseminated to the public through press releases, flyers and meetings with community groups. This information includes the requirement for a lock.

We recommend that the following lock types and sizes be used:

Master - 7-D, 3-D, 1-D, 130 DKA, 140 DKA, 1500 - P Price Range: \$5.99 to \$9.99

Guard - 740, 750, 1 Brass, 2" Brass Price Range: \$5.99 to \$7.99

American - 40VCC Price \$10.00

True Value - 1 ", 2" Price \$5.00

## **Lock Removal Procedures**

When an employee is informed that a lock must be removed from a locker, the employee will do the following:

1. Notify the Pool Supervisor, Central Communications and PEP personnel.
2. Ask the patron to identify the contents of the locker and Information in the wallet (have the PEP officer or your Supervisor with you when this is done).
  - a. **\*Do not open a wallet without another employee present as a witness.\***
  - b. Identify contents of the locker/wallet in front of:
    - i. Your Supervisor, PEP Officer, another employee.
      1. Acceptable owner identification includes:
        - a. Picture ID
        - b. Job ID
        - c. Driver's License
        - d. School ID
      - c. If there is a phone number in the locker PEP will call the number and ask the person on the phone to identify the patron claiming to own locker contents.
  3. Prepare Unusual Incident Report
  4. Make entry into district and/or Pool Log Book.

**Note: Most pool operations follow a policy of not opening lockers until after the pool closes. This seems to make it easier to determine if the person asking to have the locker opened is the rightful owner of the contents.**

## **Lieutenant Lifeguard Responsibilities**

Each Lieutenant shall:

1. Schedule Lifeguards assigned to his/her facilities and submit the list for the Pool Supervisor's approval.
2. Be responsible for the condition and cleanliness of all life-saving equipment within his/her jurisdiction.
3. Be responsible for the proper performance of each Lifeguard's duties that are under his/her supervision.
4. Conduct periodic drills in swimming, rescue work, resuscitator operation and CPR to maintain high life-saving standards.
5. See to it that each Lifeguard must participate in at least one drill per week.
6. Report on drills and names of those participating.
7. Check resuscitator daily and report findings in writing to the Pool Supervisor.
8. Report in writing, submersions in the area to which he/she is assigned.
9. Be responsible for the cleanliness and orderliness of the Lifeguard quarters.
10. Permit no person other than the assigned Lifeguards to sit on any Lifeguard chair within the area he/she is responsible.
11. Permit no article or object, other than life-saving equipment and property necessary to the performance of duty, to be placed on any chair, rope or rail within the area he/she is responsible.
12. Insure that Lifeguards do not use a face mask, snorkels or fins except in an emergency and with permission.
13. The Lieutenant will ensure that the Lifeguards vacuum the pool when needed and/or when the Pool Supervisor requests.

**The most important concern of a swimming pool operator is to ensure public safety.**

We must, at all times, comply with the Health Code Standard for the number of Lifeguards who should be on duty and the number of swimmers who can be admitted to the pool. The Lieutenant Lifeguard is responsible for closing any portion of a pool that can not be supervised to the standard of the Health Code.

Each pool has a chart showing what is possible for any given mix of swimmers and Lifeguards. This **chart should be posted** in the Lifeguard office and the Pool Manager's office.

**Pool: Betsy Head****Borough: Brooklyn**

Lifeguards On Duty	Amount of Pool That Can Be Opened	Swimmers Permitted In Water
17	Full	1089 to 2178
16	Full	1 to 1088
13 - 15	3/4	818 to 1636
12	3/4	1 to 817
12	2/3	718 to 1438
11	2/3	1 to 717
9 - 10	1/2	545 to 1089
8	1/2	1 to 544
7	1/3	363 to 726
6	1/3	1 to 362
5	1/4	274 to 547
4	1/4	1 to 273

**Pool: Fischer****Borough: Queens****First-Aid Room Coverage**

Lifeguards On Duty	Amount Of Pool That Can Be Opened	Swimmers Permitted In Water
3	Full	90 to 180
2	Full	1 to 89
2	3300 Square Feet	76 to 132
1	3300 Square Feet	1 to 75

Your First-Aid room must have coverage at all times.

This coverage can be a City Seasonal Aid performing routine maintenance and inventory control procedures.

**However, if a patron requires First-Aid beyond handing out a band-aid, a Lifeguard must be called to render aid as necessary.**

## **Pool Safety Plan**

As required by the Department of Health regulations, Safety Plans have been developed for all pools.

The following procedures are to be followed regarding this plan:

- The **Safety Plan must be posted** and accessible at all times.
- The Pool Manager, PS 2 and PS 1 must become familiar with all aspects of the Safety Plan.
- The Pool Manager and Supervisors must perform **Weekly Safety Drills** on all procedures outlined in the plan.
- The Pool Manager will require all Personnel to be familiar with the plan.
- In the event of limited Lifeguard coverage, the pools will be reduced as outlined in the plan and on the Lifeguard coverage charts.

## **Pool Sessions**

Sessions are required in most of the large pools throughout the city, however, some boroughs may still require the pools to operate with sessions where sessions proved effective in crowd control and operational areas.

**Some pools may be required to operate in two sessions:**

- **First Session - 11:00am to 3:00pm**
- **Second Session - 4:00pm to 7:00pm**

Sessions enable all Lifeguards to take lunch at the same time thereby eliminating the need to reduce pool size when a Lifeguard takes lunch. This enables the M & O personnel to clean the pool area without the presence of patrons interfering with cleaning efforts.

**The procedure for closing for a session is as follows:**

- At no later than 3:00 PM the Lifeguards blow their whistles and clear the water of patrons.
- The Police, Park Enforcement Officers and M&O personnel will proceed to clear the entire facility of patrons.
- After the facility is completely cleared, the Lifeguards will go on their lunch break.

## **Items Permitted on the Pool Deck**

- The following items are permitted on the pool deck:
  - Towels
  - White T-Shirts
  - Rubber Flip Flops/Water Shoes
  - Suntan Lotion & Oil in Plastic Bottles Only
  - Books
  - Magazines
  - Plastic Baby Bottles
  - Infant Carriers Without Wheels
  - Small Pouch (to hold keys).
    - **No Fanny Packs.**

**Note: Pool Managers are encouraged to use discretion when approving or disapproving items to be brought on the deck.**

## **Filtration and Recirculation System**

Parks & Recreation pools are the recirculation type. Recirculation means the complete turnover of the entire pools contents at least **once every six hours** keeping the water clean, clear and sparkling.

A recirculating system has many advantages:

- The water itself becomes the vehicle which distributes chemicals to all parts of the pool.
- It provides a means for feeding chemicals continuously around the clock.
- It forces pool water rapidly through the filters, straining out suspended dirt particles.

**To check for proper circulation, watch for proper water movement at each of the pool inlets.**

**The Agency operates three types of Filtration systems:**

1. Open Bed Gravity
2. Pressure
3. Vacuum Diatomite (DE)

**The procedures for operation of each of the filter systems are included in this manual.**

## Pool Equipment

Most water problems in recirculation pools can be remedied or avoided by the proper use of basic pool equipment which includes:

- Pump
  - For recirculating the water.
- Lint strainer
  - To trap hair and other large particles.
- Filter
  - For straining out tiny particles of suspended matter.
- Skimmer/Scum Gutter
  - To trap and remove large particles on the pool surface.
- Chlorination equipment
  - To eliminate bacteria and algae.
- Chemical feeders
  - To control the chemical balance of the water.

## Preparation of Pool Systems for Opening Day

### Flushing the Pool

- Flush out city-water feed lines and let drain until fairly clear.
- Fill pool.
- Thoroughly flush all pool lines after filling the pool.
- Lower the water level in the sump tank to its lowest level using the sump pumps. **This is not necessary in a direct drain pool.**
- Open the valve from the pool return to the sump tank or drain fully and quickly. Any debris trapped in the lines will be pushed by the sudden surge of water and flow into the sump or treatment tank. This should be done as a complete and separate operation for each pool and repeated if necessary until water entering the sump pit is clear.

### Treatment, Sump and Clear-well Tanks

Treatment, sump and clear-well tanks must be thoroughly cleaned of sludge and debris before filling with water.

Check all valves to see that no debris is stuck in the gates.

Close and open all valves on treatment and sump tanks to see that they are working freely and are capable of being shut tightly.

Do not spin valves shut or open at a high rate of speed causing them to jam in a closed or open position.

Do not use pipe or wrenches as a pry on the valve wheels to open or close them.

**Note:** If a valve does jam, a plumber should be called immediately.

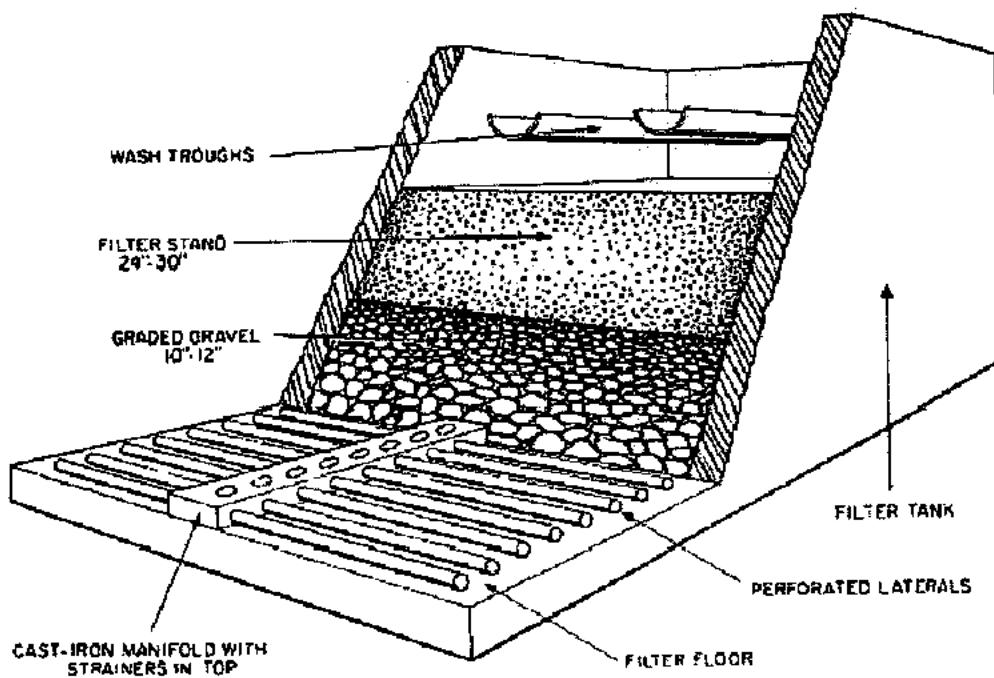
**Note:** *All tanks and pipes in a pool are designated as Confined Spaces. Only specially trained personnel may enter. Pool personnel are not permitted to enter any tank or area that was not specifically designed for them to enter.*

## Filters

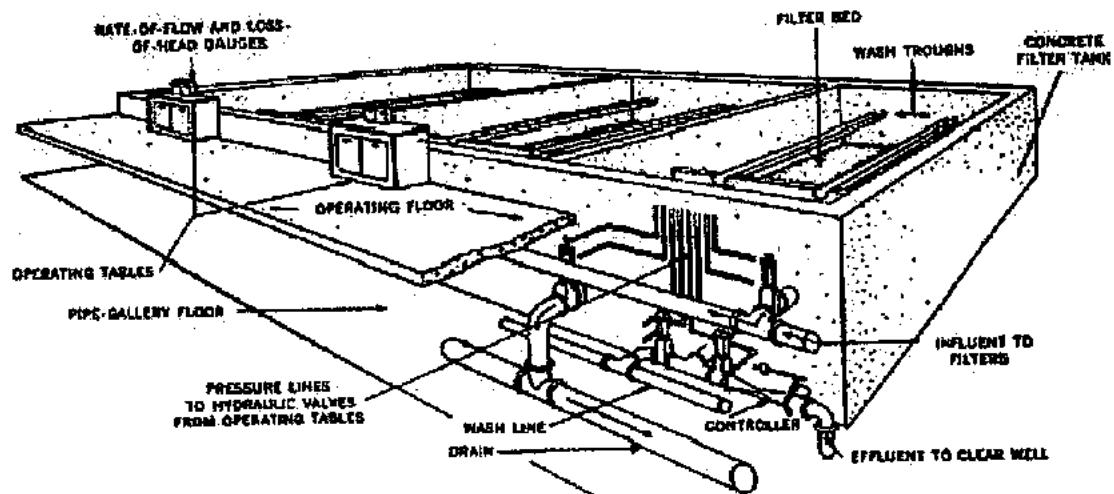
### Open Bed Gravity Filter

Open bed gravity filters should receive attention immediately before opening the pool. Look for any caked material or mud balls and remove them from the filter's surface. Next, rake the surface of the filters with a fine tooth rake to remove any debris or other foreign matter. Where necessary, depressions in the bed should be filled with fresh anthracite or sand depending on the type of filter media being used.

### Cut-away view of an Open Bed Gravity Filter

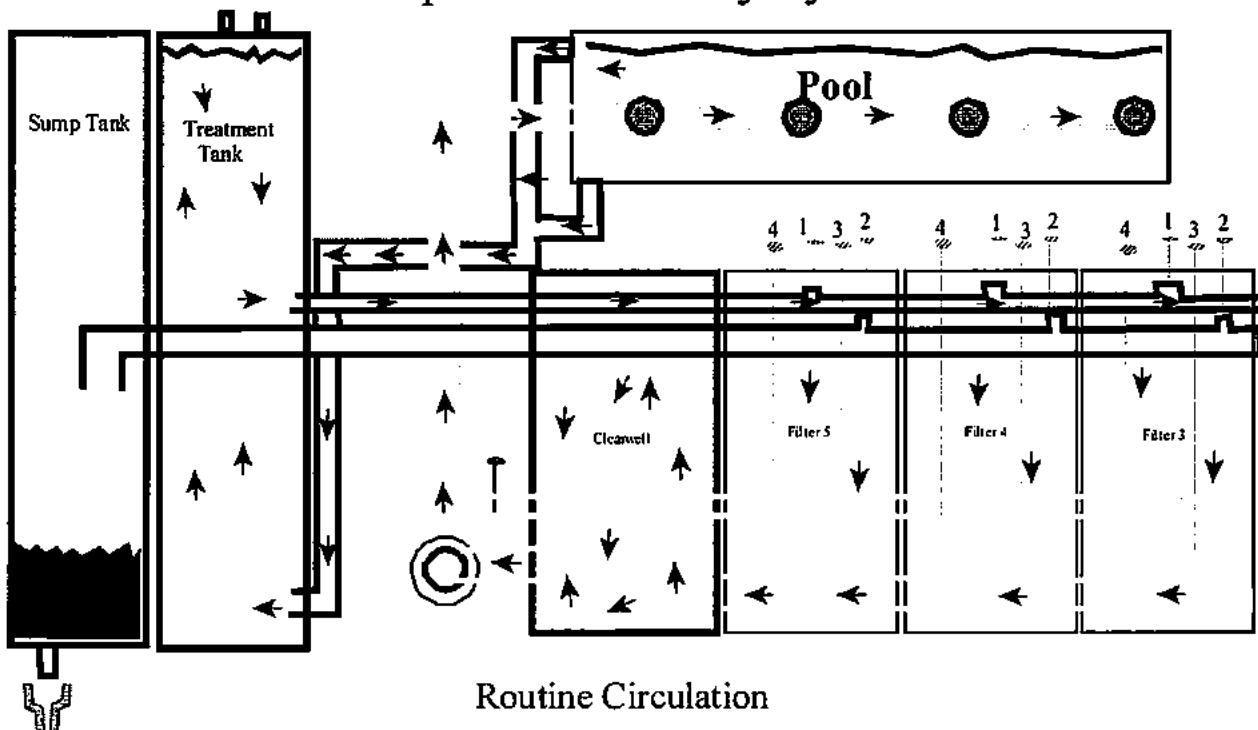


## Modern Open Bed Gravity System



## Open Bed Gravity System in Routine Circulation

### Open Bed Gravity System



### Legend

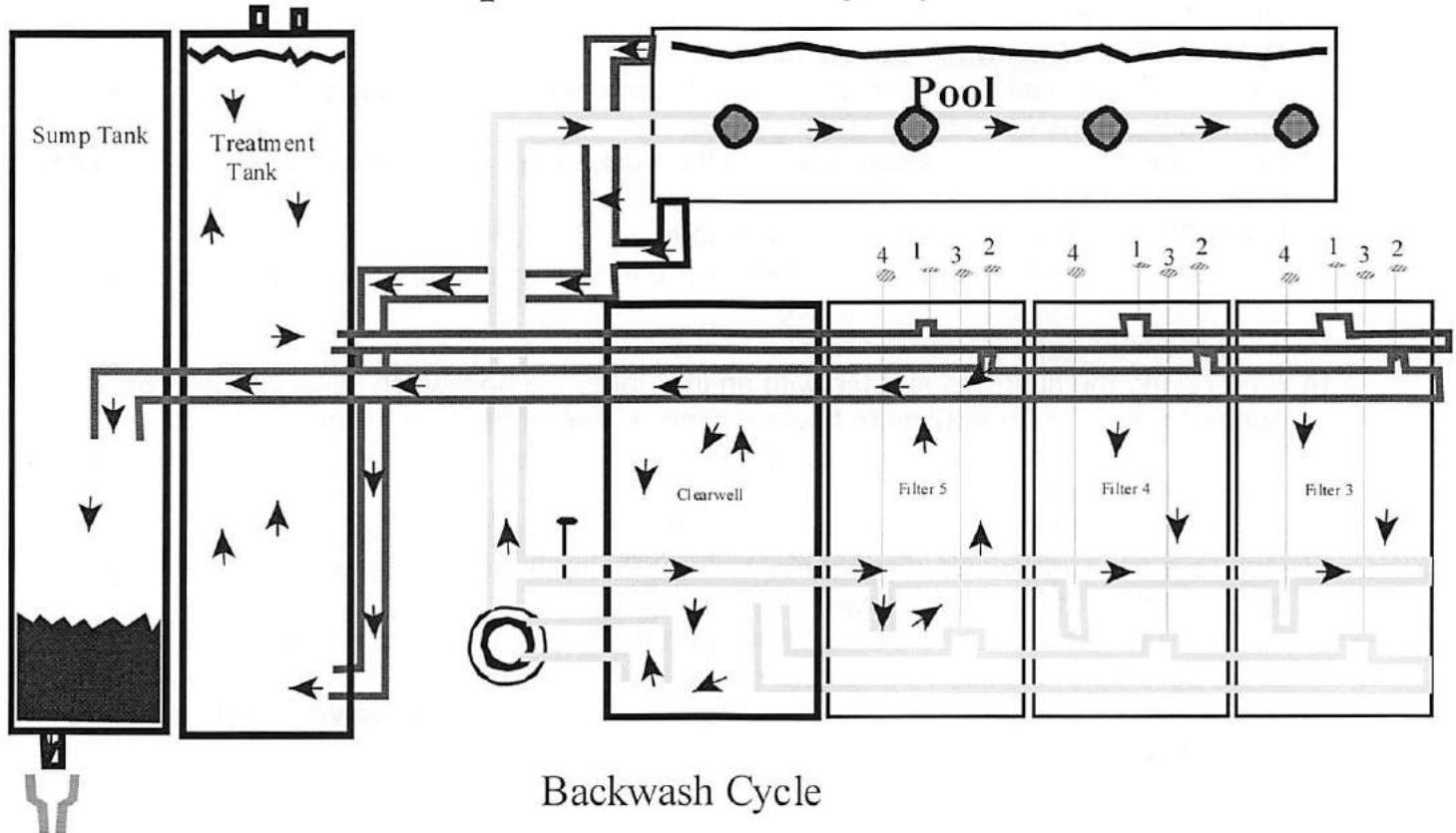
■ Dry Chemical Feeder      ↑ Water Flow Direction      ● Injector      — Valve      ○ Pump

During routine circulation, the Open Bed Gravity system filter valves are set up as follows:

- Influent Valve – Open
- Effluent Valve – Open
- Backwash Valve – Closed
- Sewer Valve - Closed
- Main Backwash Valve Closed

## Open Bed Gravity System with one filter in Backwash Mode

### Open Bed Gravity System



### Legend

- Dry Chemical Feeder
- ↑ Water Flow Direction
- Injector
- Valve
- ◎ Pump

## Open-Bed Gravity Filter Backwashing

**Note: Open-bed gravity filters are to be backwashed whenever the level of the clear well tank drops to the level of the cross bar or approximately half-way.**

The procedure for backwashing an open-bed gravity filter is as follows:

1. Turn off the Transfer and Circulation Pumps.
2. Remove the hair filters from the filter troughs and clean with a wire brush.
3. Open the main backwash valve to charge the filter backwash line.
4. Close the influent valve.
5. Close the effluent valve.
6. Open the sewer valve.
7. Open the Filter Backwash valve 2 turns.
8. Close the recirculation line valve half-way to increase pressure on the backwash line.
9. Turn on the transfer and circulation pumps.
10. Proceed to backwash by slowly opening the backwash valve and observe closely the flow through the bed.
11. Note: Opening the valve too quickly will damage the filter bed.
12. Regulate the flow until the water breaks through the dirt and bubbles (caused by trapped air in the filter) appear at the surface.
13. Rake the filter beds with an Iron rake.
14. After raking the filter bed surface with an iron rake, the backwash valve can now be opened gradually for maximum flow to obtain a thoroughly clean filter.
15. While the filter is backwashing, use the fresh water hose to wash off the ring that forms around the filter bed.
16. Observe the surface of the filter until the water flowing through clears.
17. Once the filter backwash is complete, before closing the backwash valve all the way, prepare the next filter for backwash by closing the influent and effluent valves.
18. Open the sewer valve and then slightly open the backwash valve of the second filter to avoid build-up of excessive pressure on the backwash line.
19. After the last filter is backwashed, fully close the backwash filter valve and close the main backwash valve.

A backwash will run on average from 15 to 30 minutes per/filter.

**Whenever possible, backwashing of filters should be undertaken at night between the hours of 9:00 p.m. and 6:00 a.m. and/or when there are no swimmers in the pool.**

## Pressure Filters

**Backwashing of filters become necessary when gauges on pressure filters indicate a change in the pressure differential of 5 ½ to 7 pounds or when the flow-meter shows the flow of water to the pool is below normal.**

**Note: To avoid damaging pressure filters, it is necessary to turn off the circulation pump before changing the position of any valves.**

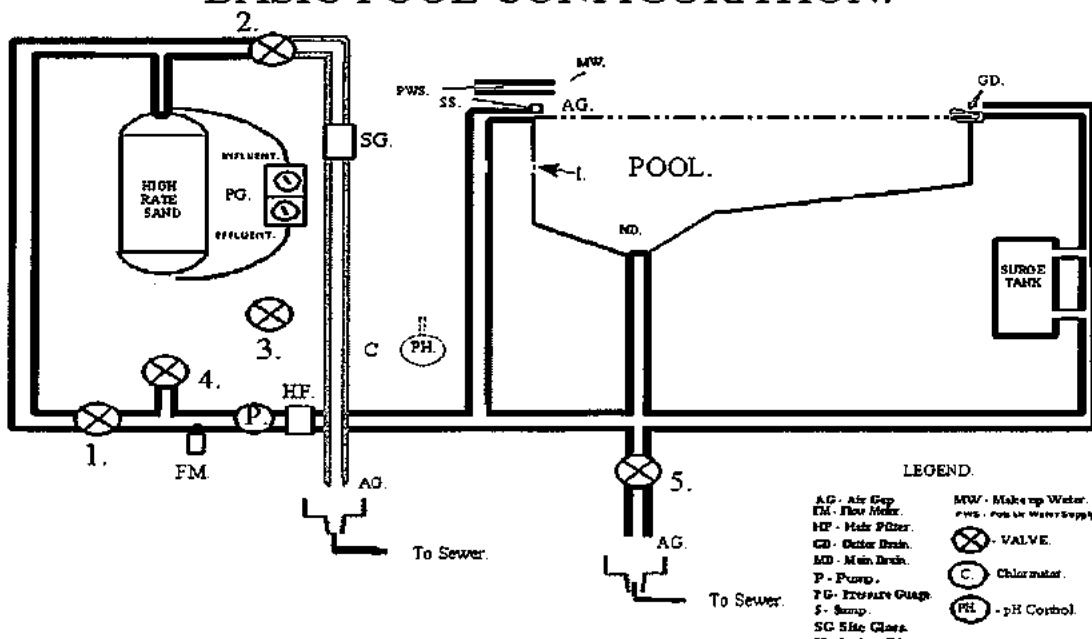
The following procedure is used when back washing a pressure system:

1. Turn off the circulator pump.
2. Close the influent valve.
3. Close the effluent valve.
4. Open the sewer valve.
5. Open the backwash valve.
6. Turn the circulator pump back on.
7. Observe sight glass and continue to backwash till it is clear.
8. Turn off circulation pump.
9. Close the backwash valve.
10. Close the sewer valve.
11. Open the influent valve.
12. Open the effluent valve.
13. Turn on the circulator pump.
14. Bleed off any trapped air in the filter by opening the bleed valve.

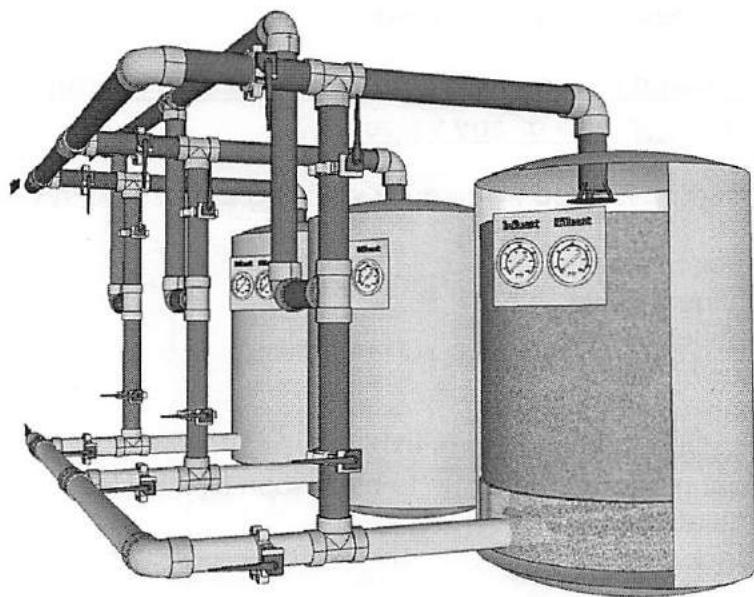
**Note: In the process of back washing pressure filters, all observations must be made through the sight glass.**

## Pressure Filter System

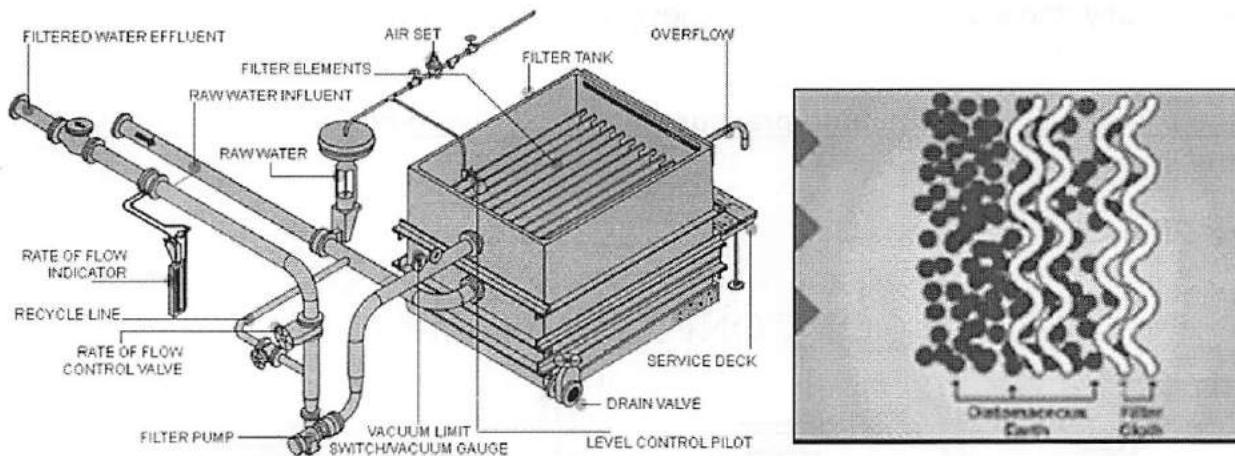
BASIC POOL CONFIGURATION.



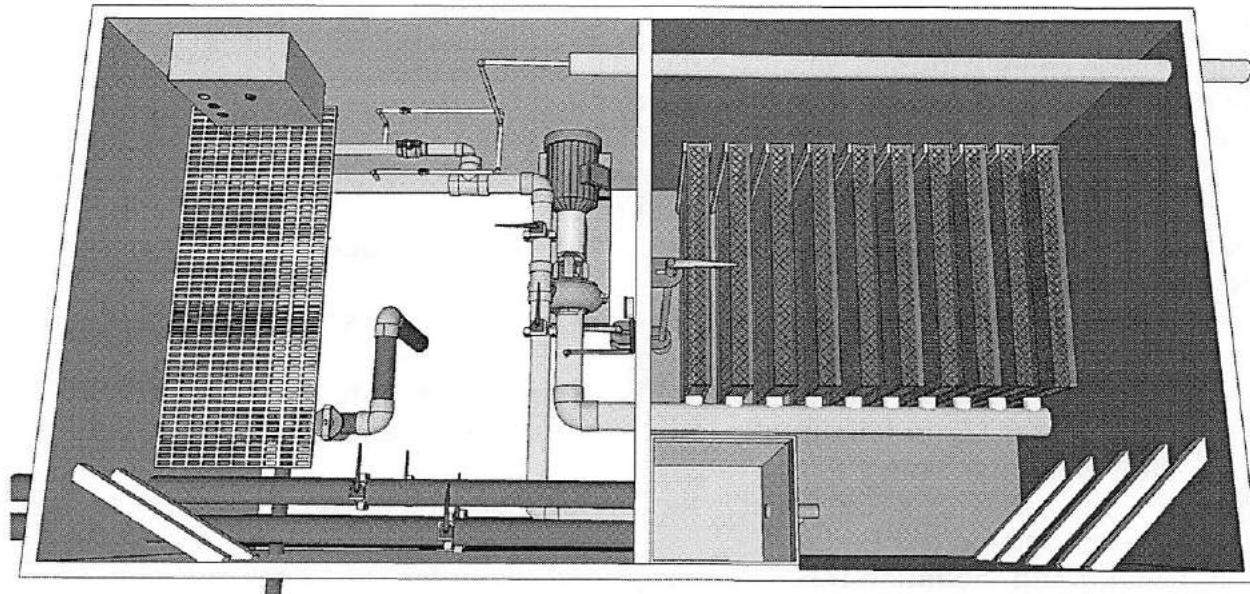
## Cross sectional view of a Pressure Filter



## Typical Vacuum System



## Vacuum System Pipe Diagram



### Vacuum Filters / Backwashing

Vacuum filters need backwashing whenever the filter elements appear dirty or the vacuum gauge reading rises 5 to 7 pounds.

The circulator pump on a vacuum filter is protected from becoming damaged, due to a dirty filter, by a vacuum switch that turns off the pump whenever the pressure reaches 12 lb. psi.

**Note: A filter plant operator should not depend on the cut off switch indicating that the filters need back washing. If the switch fails, the pump will be damaged.**

Remember to wear a proper dust mask when handling Diatomaceous Earth or any powdered pool chemicals.

The procedure for back washing a vacuum filter is as follows:

1. Turn off the circulator pump and the chlorinator.
2. When the circulator pump is turned off the Diatomaceous Earth (D.E.) will begin to fall off of the filter elements.
3. Close the injector valves on both the swimming and wading pools.
4. Close the main drain valve on both the swimming and wading pools.
5. Close the scum gutter valve on both the swimming and wading pool lines.
6. Open the sewer valve in the filter pit.
  - a. Never open the sewer valves on the dry side of the filter plant when the valve on the wet side is open. If opened at the same time, the dry side of the filter plant will be flooded with water from the wet side.
7. Turn on the sump pump to pump out the water from the filter pit.
  - a. **Note:** This is not required on all systems.

8. Use the hose to wash the Diatomaceous Earth off the **filter** elements and to guide the D.E. into the sewer.
  - a. **Be sure to thoroughly rinse out the drain line!**
9. Once all the D.E. is washed far down the drain line, close the sewer valve.
10. Refill the filter pit from the city water line (potable water supply).
11. Open the agitate valve and turn on the circulator pump.
  - a. The water is now flowing in a circle through the filter elements and back into the filter pit, and bypassing the pool. This agitation mode allows you to coat the filter elements without fear of the D.E. entering the pool.
12. Coat the filters with Diatomaceous Earth by slowly adding a **solution** of the powder to the filter pit.
  - a. Use the hopper built into the top of the filter pit to create a solution and evenly distribute the material.
  - b. **Do not add D.E. by dumping it directly from the bag into the filter pit. This causes the D.E. to fall directly to the floor of the pit and does not coat the filter elements evenly.**
13. Watch the filter elements as the water in the pit clears up. If there are bare spots on the filter elements, add more D.E..
  - a. **Do not add too much D.E. - you only need enough to put a thin coating on the filter elements.**
14. Once the filters are completely coated, open the main drain, scum gutter and injector lines.
15. Close the agitate valve and turn on the chlorinator.

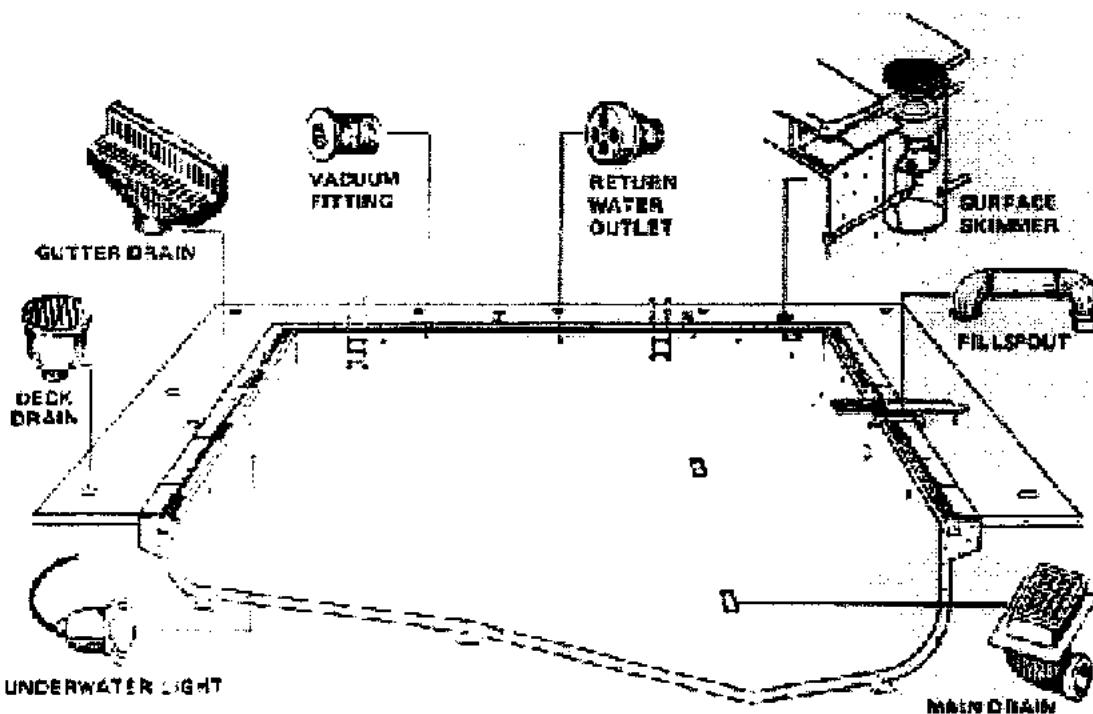
## **Pool Equipment and Fixtures**

Pool fixtures insure public safety, acceptable water quality and contribute to overall operating efficiency.

In order to meet operational standards in Parks, all pools must have the fixtures listed below:

1. Deck Drains
  - a. Drainage from the pool deck area is channeled directly to city sewers.
2. Gutter Drains
  - a. These fittings are located in the overflow gutters to conduct the overflow water for re-use or disposal.
3. Return Water Inlets
  - a. These adjustable flow inlets direct the return water back into the pool.
4. Make-up Valve or City Water
  - a. This fitting serves as a point for introduction of fresh water and original filling of the pool.
  - b. In many pool facilities the makeup valve cannot be opened fully because of the possibility of lowering the water pressure in city mains.
5. Main Drain
  - a. A large part of the water to be recirculated passes through the main drain located in the deepest portion of the pool.

Note: A cross-section of a typical pool illustrating these fixtures can be found below:



### **Importance of Chemicals in Balancing Pool Water**

Regardless of the source of the water used to fill swimming pools, the water must be constantly filtered and treated chemically in order to make it safe for swimming.

#### **Safe Water**

Filtration of water is a mechanical process, which removes suspended particles and keeps water clear and inviting. Unfortunately, water that looks clear and inviting may contain disease-producing organisms in great numbers.

**You can assume that a swimmer will swallow some of the water in which he/she is swimming, therefore mandating that the swimming pool water must equal or exceed bacteriological standards prescribed for drinking water.**

**Since most frequent bather contact is at the waters surface, design conditions should ensure continuous surface skimming.**

Chemical treatment of swimming pool water is the only satisfactory method for keeping it safe for human use.

Chemical treatment is only part of the job. We must also be concerned with producing water that is inviting to see, non-irritating to eyes and skin, and free from taste and odor.

Due to these requirements, pool chemistry is as complex as public water supply chemistry.

**Note: Modern bacteriological studies confirm that water is a major vehicle for the transmission of disease. Typhoid and para-typhoid fevers are known to be transmitted by water as well as dysentery, diarrhea, cholera and animal parasites such as hookworm.**

## **Bacteriological Standards**

Health Departments have standards that are imposed on any swimming pool that is open to the public. Disease and possible lawsuits can result from failure to adhere to these standards. Standards for home pool owners should be no less stringent in maintaining proper pool sanitation due to the risk of disease transmission.

## **Tests and Why They Should Be Made**

Accurate pool water tests benefit the swimming public and gives satisfaction to the Filter Plant Operator and the Department of Parks and Recreation in five important ways:

1. The assurance of sparkling clean, inviting water.
2. The safety of germ-free swimming.
3. The protection of pool surfaces from staining.
4. The protection of pool equipment from corrosion and from scale deposits.
5. Establishing a data base for troubleshooting pool water problems:
6. Data required: Hourly pool water testing.
7. Enter hourly results into your Swimming Pool Daily Report of Operations.
  - Significance and use of data:
    - i. The Supervisors are kept informed and corrective steps can be made before a situation becomes critical.
  - Importance of accuracy for Parks and Recreation:
    - ii. Proper tracking of pool water chemistry ensures the Agency is operating all public swimming pools in accordance with the Department of Health Safety Standards.

## **Water Testing**

**Good pool operation requires that the water be tested for chlorine residual and pH at least once every hour.** Conduct tests from four widely separated parts of the pool. Run separate tests each time.\* The test kit provided will indicate by color comparison, the parts per million of chlorine in the water and also the pH.

\*Before proceeding with an actual test, read the kit instructions carefully. Test procedures are prepared after considerable research and study...therefore....there are reasons for the sequence and technique described in the instructions.

## **Pool Test Kits**

Pool water test kits examine the quality of swimming pool water and indicate that changes may be necessary. Maintaining your pool at a slightly alkaline condition provides for more comfortable swimming and more efficient effects of pool sterilization (The chlorine works better!).

**\*\*Keep your test kit out of direct sunlight and away from water and heat.\*\***

Heat and sunlight exposure for extended periods of time may affect the color standards and indicator solutions.

**Rinse test cells after use and do not use detergents.**

In order to ensure that water tests are being performed accurately and as required, the Pool Supervisors must periodically observe the Filter Plant Operator (FPO) performing the tests.

**\*\*In addition, the Pool Supervisors must personally test the water three times a day.**

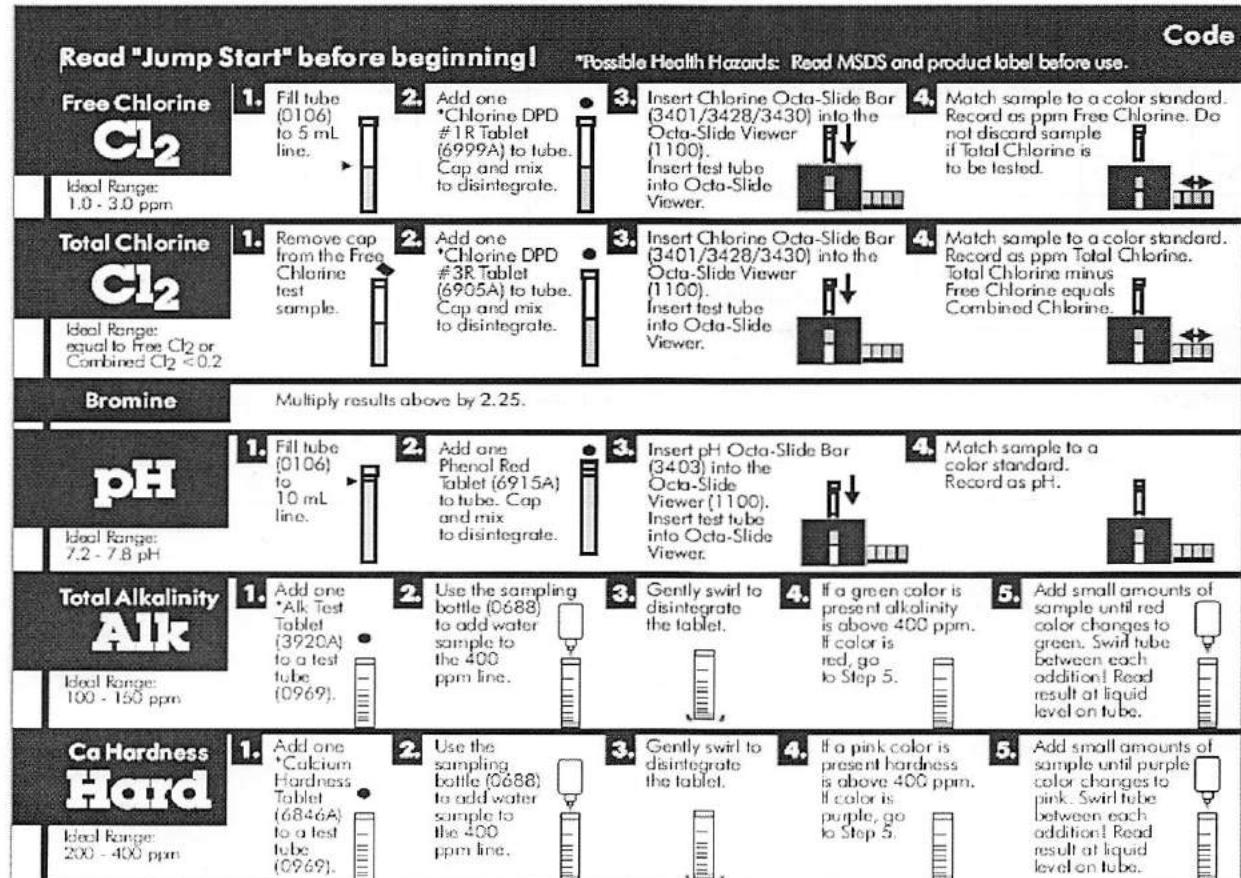
It is important to test pool water for chlorine and pH hourly because rapid changes can occur. In extremely hot sunny weather with high attendance, it may be necessary to test the water **every 1/2 hour**.

When testing the water, follow the following procedures listed below:

- Remove sample bottle from the color standard comparator.
- Immerse the sample bottle only in an inverted position to prevent surface water from entering the tube.
- **Take your sample from the pool at elbow depth between two injectors and follow the directions on the cover of the test kit.**
  - **\*\*Never take a sample from directly in front of the injectors.\*\***

Don't touch the tablets with your fingers (the oils in your skin will effect the reading). If using drops add slowly.

**Test Kit Instructions**



# Swimming Pool Daily Report of Operations



City of New York  
Parks & Recreation

## Daily Report of Operations SWIMMING POOLS

WEATHER		TEMPERATURE				WATER PLANT OPERATOR					
		Air		Water							
A.M.	P.M.	8 A.M.				12 M. - 8 A.M.					
		2 P.M.				8 A.M. - 4 P.M.					
		8 P.M.				4 P.M. - 12 M.					
CHLORINE RES. P.P.M.											
Swimming		Diving		Wading		P.H.		TOTAL ALKALINITY	CALCIUM HARDNESS	TEST BY	CHECKED BY
Fr	Cmb	Fr	Cmb	Fr	Cmb	Swimming	Diving				
12 M.											
2 A.M.											
4 A.M.											
6 A.M.											
8 A.M.											
9 A.M.											
10 A.M.											
11 A.M.											
12 Noon											
1 P.M.											
2 P.M.											
3 P.M.											
4 P.M.											
5 P.M.											
6 P.M.											
7 P.M.											
8 P.M.											
9 P.M.											
10 P.M.											

### OPERATIONAL REPORT ON ABOVE DURING 24 HOURS

CHLORINE FED (Lbs.)			
Alum Fed (Lbs.)			
Soda Ash Fed (Lbs.)			
Sodium Hypochlorite (Carboys)			
Filters Backwashed	A.M.	P.M.	
by			
Filter Plant in operation (Hrs.)			

POOL VACUUMED A.M. P.M.

Signature

Remarks: \_\_\_\_\_

## **Chlorination**

Chlorine is the chemical most commonly used for killing bacteria in swimming pools.

Chlorine in its pure form at room temperature is a greenish, rather heavy and very deadly gas. It is sold in high pressure steel cylinder tanks and is sometimes referred to as liquid chlorine, rather than gaseous chlorine because the chlorine is under such high pressure that it actually becomes a liquid in the tank. Due to the hazards involved in handling chlorine gas, the Agency no longer uses it to chlorinate our pools.

Liquid chlorine is currently used to chlorinate our large and intermediate indoor and outdoor pools. **Liquid chlorine is 15 to 25% pure chlorine.** Because of its lower strength, more liquid chlorine is necessary to maintain the proper chlorine levels in the pool.

In mini-pools and some of our large pools, a solid form of chlorine is used. **It usually comes in small tablets and is approx. 60% pure chlorine.** These tablets must be dissolved and diluted in water before they can be introduced into the pool through a mechanical chlorinator.

**\*Never throw chlorine tablets or liquid chlorine directly into the pool. This is hazardous to bathers and violates City, State and Federal Health Codes.**

**Regardless of the form of chlorine used in the pool, the Department of Parks and Recreation requires that a residual of at least 1.5 parts per million (PPM) minimum free chlorine be maintained at all times to assure safe pool water.**

In order to kill bacteria and other micro-organisms which might infect swimmers, chlorine is used as a disinfectant. The primary reason for chlorinating swimming pool water is to oxidize organic soils in order to destroy them by chemical reaction.

This also eliminates algae, oils, cosmetics, and lint from towels and bathing suits.

Chlorine acts like a fire which reduces a large pile of trash to a small volume of ashes.

The chlorine burns the trash and the filter removes the ashes. If this unburned pile of trash were pumped into the filter, the time between backwashes would be very short.

With no chlorine in the water and such short filter runs, it would be impossible to maintain water quality and soon the water would be cloudy and unusable. It would then be necessary to close the pool until the water is brought back up to standard or drain the pool and refill it with new water.

In the oxidation process, the chlorine is being used up and must be continuously replaced in order to maintain water quality. **In an outdoor pool, chlorine will dissipate rapidly from the water through exposure to sunlight and heat.** For this reason, we must maintain a chlorine residual.

## Chloramines

When free chlorine reacts with ammonia or body sweat, organic nitrogen compounds are formed and are called chloramines. **Chloramines** are a source of eye burn and mucous membrane irritation as well as the source of chlorine odors in the pool area.

These odors are very strong at indoor pools where there is very little cross ventilation.

In order to avoid this, we must keep a free chlorine reading of at least 1.5 ppm.

## How Chlorine Works

### HYPOCHLOROUS ACID

<u>pH</u>	<u>EFFECTIVENESS</u>	
5.5	Low ph	100%
6.0	Water is uncomfortable (Burning in eyes & nose)	90%
6.5	Corrode pipes Encourage growth of algae	80%
7.0		75%
7.5	Greatest comfort Chlorine active	50%
8.0	High pH Eye irritation	25%
8.5		10%
9.0	Calcification Chlorine ineffective	5%

### Chlorine -D.P.D.A. Scale

3.0 High (Too high)

2.0

**1.5 DPR - Ideal Reading (Goal)**

**1.0 - Lowest acceptable reading for DOH**

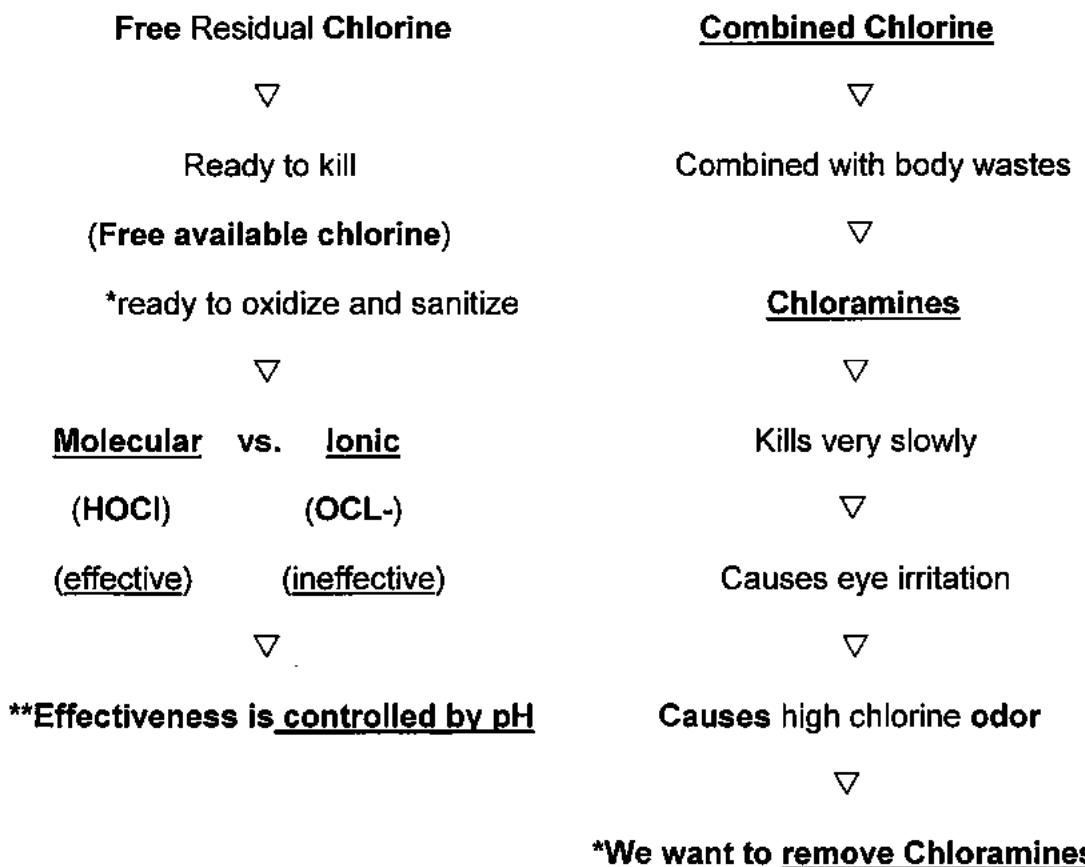
0.8

0.6

0.4

0.2 No-Chlorine

## HYPOCHLOROUS ACID (HOCL)



Free Available Chlorine performs two functions **Sanitation and Oxidation.**

### **Sanitation**

This is the process of destroying harmful bacteria, viruses and fungi.

### **Oxidation**

This is the process of removing body wastes and perspiration from the water. The chlorine "burns" these impurities. The more impurities there are, there will be more Combined chlorine and less free residual chlorine.

The ideal situation is to have free residual chlorine in a pool ready to destroy contaminants. The amount of this free residual chlorine is dependent on the pH level of the pool water. In a pool with a heavy bather load, the free chlorine will combine the ammonia from urine and sweat and

form chloramines (or combined chlorine). This can also happen after a heavy rainfall. Chloramines are the combined chlorine. We want to get rid of the chloramines and have only free residual chlorine in the pool.

## Combined Chlorine

Disinfects very slowly.

Chloramines cause the high chlorine smell at a pool and also cause eye and skin irritations. It is sometimes necessary to take strong action to eliminate chloramines rapidly.

Whenever the **combined chlorine is 0.5 PPM or more** action must be taken.

### 1. Break point chlorination

### 2. Super chlorination

## Break Point Chlorination

Chlorine is added to the pool **gradually until all the chloramines are eliminated** (oxidized or burnt-up). The only chlorine left in the pool is free chlorine. Hourly testing must be done to determine when only free chlorine is left and to stop adding chlorine to the pool.

## Super Chlorination

Add chlorine to **10 times the combined chlorine concentration** to oxidize, kill and remove all contaminants, algae included.

**\*The Pool must be empty of swimmers when this is done.**

**\*The Pool must be tested before bathers are allowed in.**

## pH

The pH is an essential factor in proper water balance. The pH can be described as the measure of acidity or alkalinity of the water.

-We can raise the pH by adding soda ash to the water.

-We can lower pH by adding fresh water (and adding Chlorine will lower pH).

The control of pH is important because it affects bather comfort as well as the chlorine activity in the water.

- The pH scale runs from 0 to 14 with a pH of 7 being neutral.
- As pH increases from 7 upwards to 14, the water becomes more alkaline or basic.
- As pH decreases from 7 downwards to 0, the water becomes more acidic.
  - \*The city fresh water supply comes in at a pH of 7.0

Water with a pH from 0 to 7 tends to dissolve and corrode the pipes through which it passes. If this continues unchecked for long periods of time (days or weeks) the pipes collapse altogether.

When water has a pH from 7 to 14, it does the exact opposite. It leaves behind mineral deposits on all the metal pipes and pump volutes.

**\*\*The acceptable pH range for Agency pools is 7.6 to 7.8. \*\***

**-The Department of Health will accept a pH reading anywhere in the range of 7.2 to 8.2.**

Factors affecting pH:

- Chlorine lowers pH drastically.
- The use of coagulants (aluminum sulfate) depletes the total alkalinity.
- Unless an adequate buffer capacity is available, a slight decrease in pH results.
- Sodium and calcium hypochlorite raise the pH.
- Makeup water added to the pool will usually lower the pH, depending on the pH of the new water. (**City water is usually 7.0**)
- Windblown dust, debris and contaminants brought in by bathers may cause sudden changes in pH.

**Control of pH:**

The following chemicals are used to raise pH:

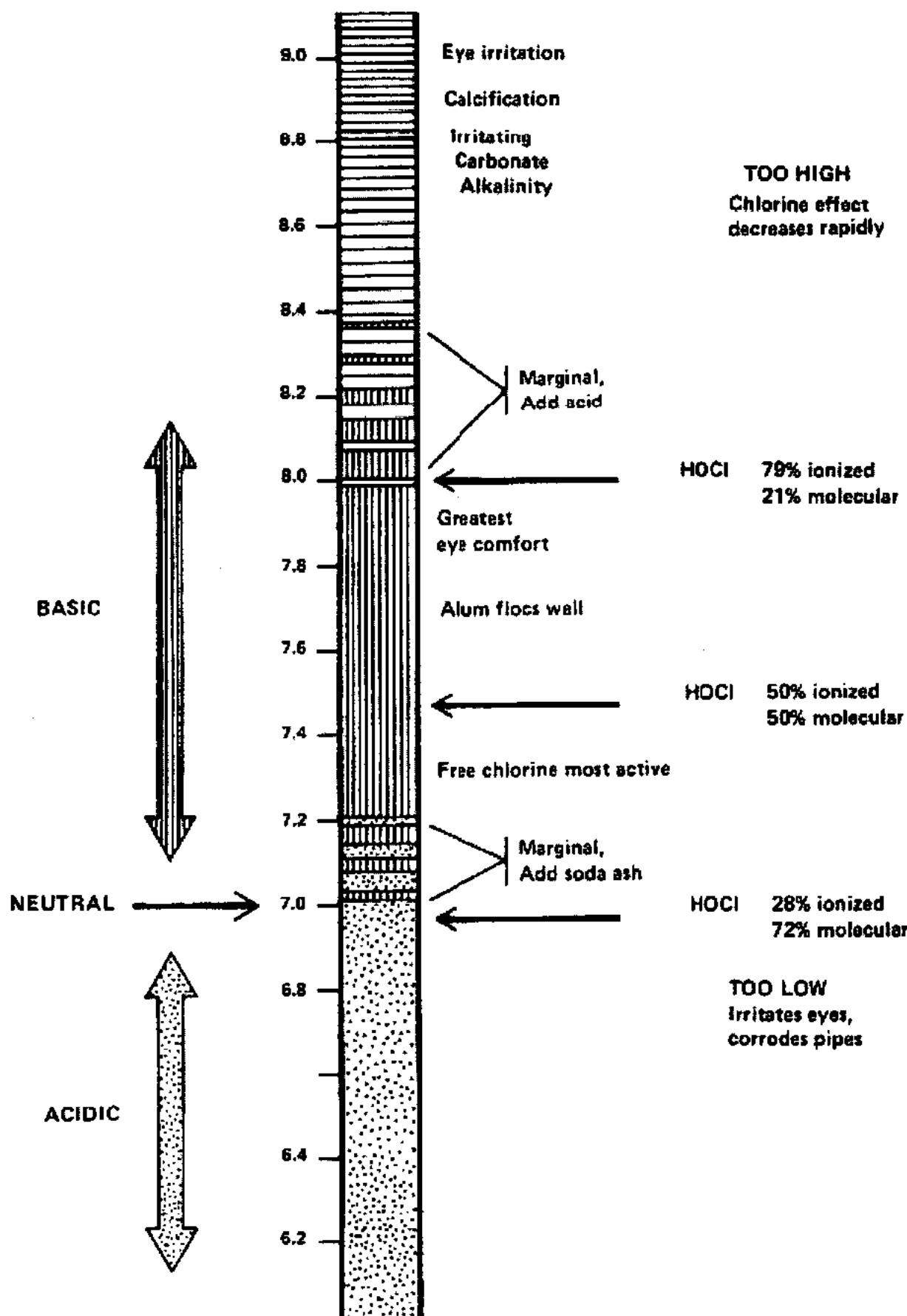
- Sodium carbonate (**soda ash**) is the chemical most commonly used to raise the pH of pool water.

Sodium bicarbonate is often used for raising total alkalinity, but it can raise the pH if the pH was already low.

**Chemicals used to lower pH:**

- Sequa-Sol, a commercially available product, is used as a safe and effective chemical for lowering pH.
- Fresh water usually has a pH of 7.0 and can also be used to lower the pH level.
- \*However adding fresh water also lowers the free chlorine residual in the water (and adding chlorine will lower the pH further).

# pH Scale





## Responding to Fecal Accidents in Disinfected Swimming Venues

These recommendations are solely for management of fecal accidents in disinfected recreational water venues. The recommendations do not address use of other nonchlorine disinfectants because there is limited pathogen inactivation data for many of these compounds. Because improper handling of chlorinated disinfectants could cause injury, appropriate occupational safety and health requirements should be followed.

### **A. Formed stool (solid, nonliquid)**

1. Direct everyone to leave all pools into which water containing the feces is circulated. Do not allow anyone to enter the contaminated pool(s) until all decontamination procedures are completed.
2. Remove as much of the fecal material as possible using a net or scoop and dispose of it in a sanitary manner. Clean and disinfect the net or scoop (e.g., after cleaning, leave the net or scoop immersed in the pool during disinfection). Vacuuming stool from the pool is not recommended\*.
3. Raise the free available chlorine concentration to 2 mg/L, pH 7.2--7.5, if it is <2.0 mg/L. Ensure this concentration is found throughout all co-circulating pools by sampling at least three widely spaced locations away from return water outlets. This free available chlorine concentration was selected to keep the pool closure time to approximately 30 minutes. Other concentrations or closure times can be used as long as the CT inactivation value<sup>†</sup> is kept constant (Table 1).
4. Maintain the free available chlorine concentration at 2.0 mg/L, pH 7.2--7.5, for at least 25 minutes before reopening the pool. State or local regulators may require higher free available chlorine levels in the presence of chlorine stabilizers such as chlorinated isocyanurates<sup>§</sup>. Ensure that the filtration system is operating while the pool reaches and maintains the proper free available chlorine concentration during the disinfection process.
5. Establish a fecal accident log. Document each fecal accident by recording date and time of the event, formed stool or diarrhea, free available chlorine concentration at the time of observation of the event and before opening the pool, the pH, the procedures followed to respond to the fecal accident (including the process used to increase free chlorine residual if necessary), and the contact time.

## B. Diarrhea (liquid stool)

1. See A1.
2. See A2.
3. Raise the free available chlorine concentration to 20 mg/L<sup>†</sup> and maintain the pH between 7.2 and 7.5. Ensure this concentration is found throughout all co-circulating pools by sampling at least three widely spaced locations away from return water outlets. This chlorine and pH level should be sufficient to inactivate *Cryptosporidium* and should be maintained for at least 12.75 hours, equivalent to a CT inactivation value of 15,300. A higher or lower free available chlorine level/inactivation time can be used as long as a CT inactivation value equaling 15,300 is maintained for *Cryptosporidium* inactivation. State or local regulators may require higher free available chlorine levels in the presence of chlorine stabilizers such as chlorinated isocyanurates. If necessary, consult an aquatics professional to determine and identify the feasibility, practical methods, and safety considerations before attempting the hyperchlorination of any pool.
4. Ensure that the filtration system is operating while the pool reaches and maintains the proper free available chlorine concentration during disinfection.
5. Backwash the filter thoroughly after reaching the CT value. Be sure the effluent is discharged directly to waste and in accordance with state or local regulations. Do not return the backwash through the filter. Where appropriate, replace the filter media.
6. Swimmers may be allowed into the pool after the required CT value has been achieved and the free available chlorine level has been returned to the normal operating range allowed by the state or local regulatory authority. Maintain the free available chlorine concentration and pH at standard operating levels based on state or local regulations. If necessary, consult state or local regulatory authorities for recommendations on bringing the free available chlorine levels back to an acceptable operating range.
7. See A5.

No uniform recommendations for disinfection of vacuum systems are available.

However, if a vacuum system is accidentally used, the waste should be discharged directly to a sewer or other approved waste disposal system and not through the filtration system. The dilution effect of the pool water going through the hose may reduce the risk for high-level contamination of the vacuum system.

<sup>†</sup> CT refers to concentration (C) of free available chlorine in mg/L or ppm multiplied by time (T) in minutes. If pool operators want to use a different chlorine concentration or inactivation time, they need to ensure that CT values always remain the same. For example, if an operator finds a formed fecal accident in the pool and his pool has a free available chlorine reading of 3 mg/L

and a pH of 7.5, to determine how long the pool should be closed to swimmers, locate 3 mg/L in the left column of the table and then move right and read the pool closure time. The pool should be closed for 19 minutes.

Example 2: The CT inactivation value for *Cryptosporidium* is 15,300, which equals (20 mg/L)(765 minutes) (i.e., 12.75 hours). After a diarrheal accident in the pool, an operator determines she can only maintain 15 mg/L. How long would hyperchlorination take? Answer:  $15,300 = CT = [(15)(T)]; T = 15,300 / 15 = 1,020 \text{ minutes} = 17 \text{ hours}$ .

§ The impact of chlorine stabilizers (e.g., chlorinated isocyanurates) on pathogen inactivation and disinfectant measurement is unclear and requires further investigation. State or local regulations on chlorinated isocyanurates use should be consulted.

¶ Many conventional test kits cannot measure free available chlorine levels this high. Use chlorine test strips that can measure free available chlorine in a range that includes 20 mg/L (such as those used in the food industry) or make dilutions for use in a standard DPD (N, N-diethyl-p-phenylenediamine) test kit using chlorine-free water.

#### Pool Disinfection time

How long does it take to disinfect the pool after a fecal accident? This depends on what type of fecal accident has occurred and at which chlorine levels you choose to disinfect the pool. If the fecal accident is formed stool, follow Figure 1, which displays the specific time and chlorine level needed to inactivate *Giardia*. If the fecal accident is diarrhea, follow Figure 2, which displays the specific time and chlorine levels needed to inactivate *Crypto*.

**Table 1-*Giardia* Inactivation for Formed Fecal Accident**

Chlorine Levels (ppm)	Disinfection Time*
1.0	45 minutes
2.0	25 minutes
3.0	19 minutes

\* These closure times are based on a 99.9% inactivation of *Giardia* cysts by chlorine, pH 7.5, 77° F (25° C). The closure times were derived from the Environmental Protection Agency (EPA) Disinfection Profiling and Benchmarking Guidance Manual. These closure times do not take into account "dead spots" and other areas of poor pool water mixing.

**Table 2-Crypto Inactivation Time for Diarrheal Accident**

Chlorine Levels (ppm)	Disinfection Time
1.0	15,300 minutes or 10.625 days
10	1,530 minutes or 25.5 hours
20	765 minutes or 12.75 hours

### **Total Alkalinity**

In order to stabilize pH, the water must have alkalinity.

**Total alkalinity is also a measure of the water's ability to neutralize acids and resist changes in pH.** We get alkalinity by adding sodium bicarbonate (baking soda) to the water.

Very low alkalinity is by itself a cause for severe eye burn and mucous membrane irritation among swimmers.

**The ideal range for total alkalinity is 100 to 125 ppm (parts per million) parts of water.**

However, for our purpose, we don't want total alkalinity to drop below 80 ppm as this will contribute to scale deposit buildup over the inner surface of the pipes and filter tanks.

**One and one half pounds (1 ½ lbs.) of baking soda will raise the alkalinity content of 10,000 gallons of water by 10 ppm.**

If alkalinity is too high, it can be lowered by dilution or adding city water to the system until total alkalinity is within the desired range.

### **Calcium Hardness**

If the calcium content of water is too low, the water becomes aggressive. Water will draw calcium from the cement walls and floor of the pool until the calcium demand of the water is satisfied. If calcium is constantly drawn from the wall of the pool, the walls will become saturated with water and develop leaks causing them to weaken.

**To give the water calcium hardness, we must add Calcium Chloride.**

**Five pounds of calcium chloride will raise the calcium content of 10,000 gallons of water 40 parts per million.**

If pH and alkalinity are too high, calcium hardness can contribute to scale deposit. If the calcium content of the water is too low, this will lead to corrosion.

- For this reason, we don't want calcium hardness to drop below 140 PPM.
- Also, we don't want calcium hardness to rise above 500 PPM.

\*For our purposes, 300 PPM is ideal.

## INCREASE CALCIUM HARDNESS BY 10 PPM

<u>Chemical</u>	<u>Amount Needed</u>
-----------------	----------------------

Calcium Chloride 100%	1.0 lb.
-----------------------	---------

Calcium Chloride 77%	1.25 lbs.
----------------------	-----------

**Formula:**

(Gallons of Water  $\div$  10,000)  $\times$  Amount for 10PPM  $\times$  Number of units of 10 PPM needed

**Example:** Increase calcium hardness of a 31,000 gallon pool by 80PPM using Calcium Chloride 100%

## Langelier Saturation Index

This test is used to determine if pool water is balanced.

There are kits available to self test Alkalinity and Calcium Hardness (similar to pH and Chlorine)

**Formula:**

$SI = pH + \text{Temperature Factor} + \text{Calcium Factor} + \text{Alkalinity Factor} - 12.1$

1. The perfect balance is 0
1. Tolerance limits are between  $-0.5$  and  $+0.5$
2. Positive Index - Water is saturated and scaling will occur
3. Negative Index - Water is corrosive
4. SI must be maintained slightly on the positive side within the acceptable limits.

Temperature F $\div$ TF	Calcium Hardness $\div$ CF	Total Alkalinity $\div$ AF
32 $^{\circ}$ $\div$ 0.0	5 $\div$ 0.3	5 $\div$ 0.7
37 $^{\circ}$ $\div$ 0.1	25 $\div$ 1.0	25 $\div$ 1.4
46 $^{\circ}$ $\div$ 0.2	50 $\div$ 1.3	50 $\div$ 1.7
53 $^{\circ}$ $\div$ 0.3	75 $\div$ 1.5	75 $\div$ 1.9
60 $^{\circ}$ $\div$ 0.4	100 $\div$ 1.6	100 $\div$ 2.0
66 $^{\circ}$ $\div$ 0.5	150 $\div$ 1.8	150 $\div$ 2.2
76 $^{\circ}$ $\div$ 0.6	200 $\div$ 1.9	200 $\div$ 2.3
84 $^{\circ}$ $\div$ 0.7	300 $\div$ 2.1	300 $\div$ 2.5
94 $^{\circ}$ $\div$ 0.8	400 $\div$ 2.2	400 $\div$ 2.6
105 $^{\circ}$ $\div$ 0.9	600 $\div$ 2.5	600 $\div$ 2.9
128 $^{\circ}$ $\div$ 1.0	1000 $\div$ 2.6	1000 $\div$ 3.0

Saturation Index =  $pH + \text{TF} + \text{CF} + \text{AF} - 12.1$

## APPROXIMATE AMOUNTS OF CHEMICALS NEEDED

To increase the pH of 10,000 gallons of water by 0.2 pH:

<u>Chemical</u>	<u>Amount Needed</u>
-----------------	----------------------

Sodium Carbonate (Soda Ash)	6 ozs.
-----------------------------	--------

**Formula:**

$$\text{Gallons of water} \div 10,000 \times \text{Amount for 0.2 pH} \times \text{units of 0.2 pH needed}$$

**Example:** Raise the pH of a 31,000 gallon pool by 0.8 pH using Soda Ash:

## DECREASE pH by 0.2 pH

<u>Chemical</u>	<u>Amount Needed</u>
-----------------	----------------------

Muriatic Acid	12 fluid ozs.
---------------	---------------

Sodium Bisulfate (Dry Acid)	1.0 lb
-----------------------------	--------

Carbon Dioxide (CO <sub>2</sub> )	4.0 ozs.
-----------------------------------	----------

**Formula:**

$$\text{Gallons of Water} \div 10,000 \times \text{Amount for 0.2 pH} \times \text{Number of Units of 0.2 pH needed}$$

**Example:**

Reduce the pH of a 31,000 gallons pool by 0.6 pH using Muriatic Acid.

## INCREASE TOTAL ALKALINITY BY 10 PPM

<u>Chemical</u>	<u>Amount Needed</u>
-----------------	----------------------

Sodium Bicarbonate (Baking Soda)	1.5 lbs
----------------------------------	---------

**Formula:**

$$(\text{Gallons of Water} \div 10,000) \times 1.5\text{lbs.} \times \text{Number of units of 10 PPM needed}$$

**Example:**

Increase the alkalinity of a 31,000 gallon pool by 50 PPM using Baking Soda:

## DECREASE TOTAL ALKALINITY BY 10 PPM

<u>Chemical</u>	<u>Amount Needed</u>
Sodium Bisulfate (Sulfuric Acid)	1.5 lbs
Muriatic Acid	1.4 fluid ounces

### Formula:

(Gallons of Water ÷ 10,000) x Amount for 10 PPM x units of 10 PPM

### Safe Handling and Storage of Pool Chemicals

Many pool chemicals can be hazardous and/or poisonous in their concentrated form.

When diluted in hundreds of thousands of gallons of pool water, they are relatively safe. Covered tightly and stored in a cool dry place, the hypochlorites (Chlorine) are relatively stable chemicals. Treated otherwise, these products can sometimes be extremely dangerous.

Paper, moisture, oils, grease, soap, paints, solvents, acids, vinegar, common fertilizers, dirty rags and even soft drinks can, when mixed with chlorine compounds in sufficient quantity, trigger rapid oxidation and become **explosive**.

### Precautions for Pool Chemicals

1. Keep out of reach of children.
2. Chemical treatment of the pool should be done by a responsible employee and not delegated to pool patrons.
3. **Read labels** carefully before using.
4. Please follow all instructions.
5. Keep chemicals in their original containers.
6. Replace covers after using, rinse containers with water before discarding and do not reuse empty containers.
7. Store chemicals in a cool dry place.
8. Keep them away from direct sunlight and other sources of heat.
9. Keep chlorine products away from organic or oxidized material i.e., material that can burn.
10. Keep all foreign matter out of the container, including water.

#### 11. Precautions for Pool Chemicals

12. When mixing or dissolving chemicals:
13. Do not pour the water into the chemical.
14. Always pour the chemical slowly into the water for maximum dilution.
15. Add acid to water, not water to acid.
16. Use clean, dry utensils for measuring, pouring and mixing.
17. If chemical is accidentally spilled on skin or in eyes:
18. Immediately flush with plenty of water for at least 15 minutes, or jump into the pool (and open eyes to flush them).
19. If skin is burned or if the eyes are affected, see a doctor immediately.
20. When adding chemicals to pool water:
21. Hold the container close to the surface, so as not to splash or splatter.

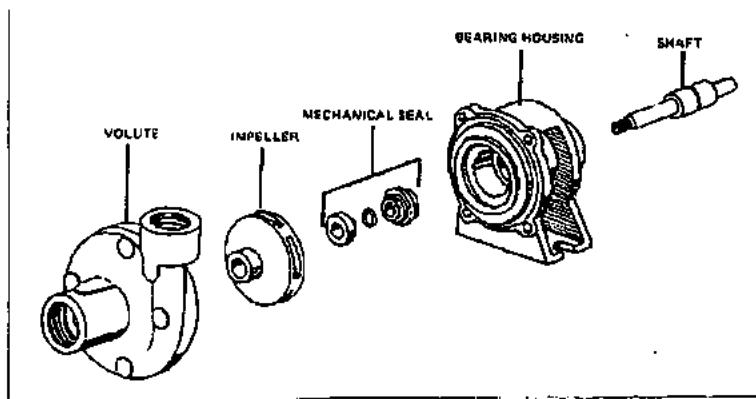
22. Never add chemicals directly to pool water while bathers are in the pool.
23. Precautions for Pool Chemicals
24. Never mix products with anything but water.
25. If a chlorine chemical ignites:
  26. Use large amounts of water to put out the fire.
  27. **Caution:** Do not breath the fumes - they can be hazardous.
  28. Wash your hands thoroughly after handling any chemical.
  29. Avoid contamination of food and/or any surfaces food (or you) can come in contact with.

#### Pipe Color Codes

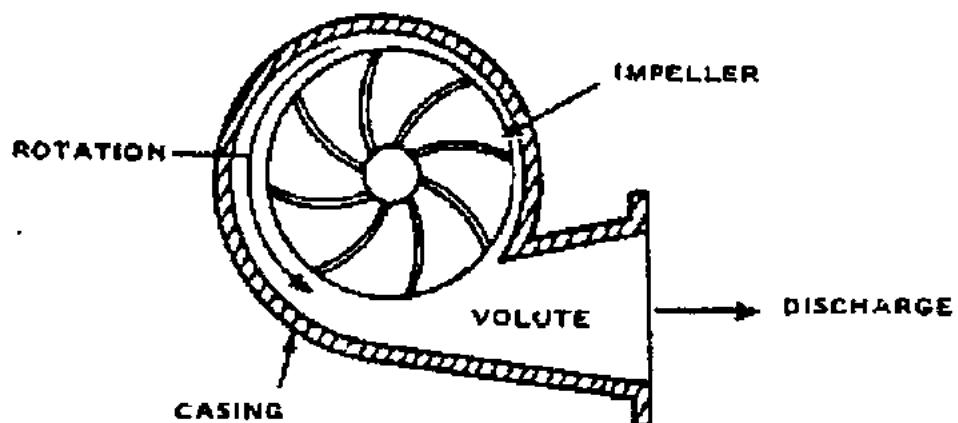
**The recirculation system piping will be color coded as follows:**

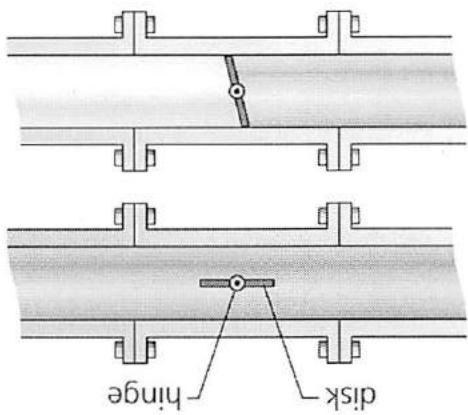
- **Potable water pipe (city water)**
  - Dark Blue
- **Filtered Water (to pool)**
  - Aqua
- **Skimmer or Gutter Return**
  - Olive Green
- **Main Drain**
  - Black
- **Alum**
  - Orange
- **Chlorine**
  - Yellow
- **Soda Ash**
  - White
- **Acid**
  - Pink
- **Backwash waste**
  - Dark Brown
- **Sewer or other**
  - Dark Gray
- **Deck Drains**
  - Light Brown

## Exploded View of a Centrifugal Pump

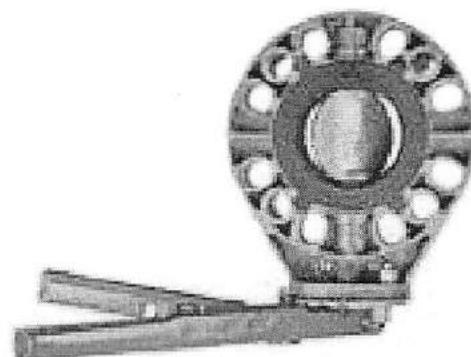


### Pump Volute

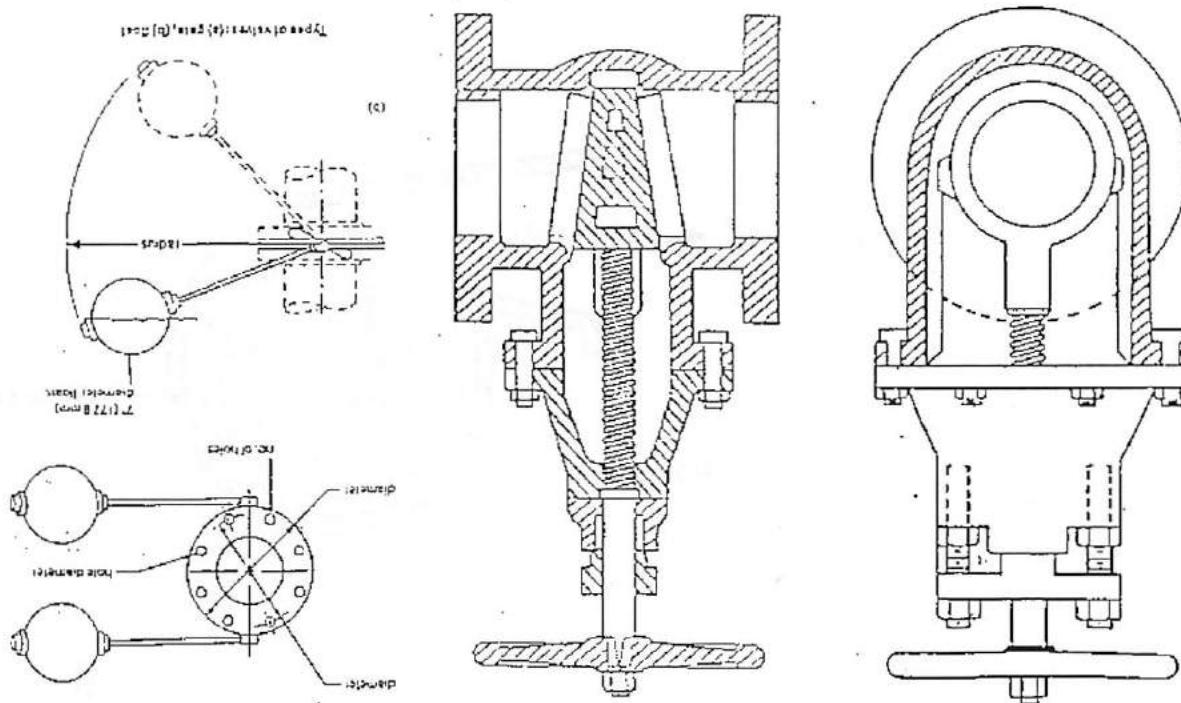




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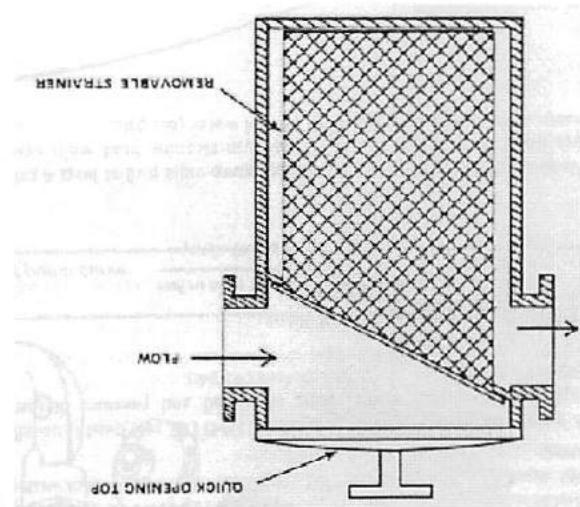


## Butterfly Valve



## Gate / Basin

## Valves -



## Hair Filter

## SWIMMING POOL CALCULATIONS

**Surface Area of square or rectangular pool:** Length x Width = Square feet

**Volume of a square or rectangular pool:** Length x Width x Depth = Cubic Feet

One cubic foot of water = 7.5 Gallons

**Water Capacity of a square or rectangular pool:**

Length x Width x Depth x 7.5 gallons = Gallons of water

**Water Capacity of each square or rectangular pool section with a shallow and a deep end:**

Length x Width x Average Depth x 7.5 gallons = Gallons in each section

**(To obtain total water capacity you must add each section together.)**

**Formula for make up water:** Length x Width x Inches to be made up x 0.625 = Gallons of Water needed

**Bather Capacity of a pool:** Area of pool ÷ 25 = # of Persons allowed (25 sq. ft. per person)

**Number of Lifeguards:**

Area of pool ÷ 3400 square feet (plus 1 additional lifeguard if the pool is at 50% capacity or more) = # Lifeguards needed

**Flow Rate:** Gallons of water in pool ÷ 6 hours ÷ 60 minutes = Flow Rate

**Area of a circular pool:** 3.14 x Radius x Radius = Square Feet

**Volume of a circular pool:** 3.14 x Radius x Radius x Depth = Cubic Feet of water

**Capacity of a circular pool:** 3.14 x Radius x Radius x Depth x 7.5 gallons = Gallons of water

**Formula to Raise Chlorine:**

Gallons of Water ÷ 10,000 x Amount of chemical for 1 PPM x # of PPM needed

**Formula to raise or lower pH:**

Gallons of water ÷ 10,000 x Amount of chemical needed to raise or lower 0.2 pH x Units of 0.2 pH needed

**Formula to raise or lower Alkalinity:**

Gallons of Water ÷ 10,000 x Amount of chemical needed to raise or lower 10 PPM x Units of 10 PPM needed

**Formula to raise Calcium Hardness:**

Gallons of Water ÷ 10,000 x Amount of chemical needed to raise 10 PPM x Units of 10 PPM needed

# Parks Opportunity Program

## POP is:

One of the largest welfare-to-work programs in the nation. A workforce for the Parks Department of over 6,000 Job Training Participants (JTPs) annually providing opportunities for employees to learn transferable skills

## Criteria to Participate: POP

- Eligible Participants:
  - Are between 18 to 55 years of age.
  - Must have open/active public assistance (PA) case.
  - Required to be physically able to carry out duties.
  - Must be able to take direction in English.
  - Should be motivated to find permanent employment (outside of Parks).
  - Are screened for criminal convictions and sex offenses prior to hire.

## Upon Successful Hire

- Job Training Participants (JTPs):
  - Work 40 hours per week
  - Earn \$9.21 per hour
  - Are represented by DC37 (Union)
  - Are required to participate in POP activities
  - Earn (after 90 days of service):
    - 1 paid sick day (with documentation)
    - 1 paid personal day

## Chain of Command

- Field Operations:
  - Borough Commissioner
  - Chief of Operations
  - Deputy Chief of Operations
  - Parks and Recreation Manager (PMR) OR PEP Captain (Security)
  - Parks Supervisor Level 2 (PS2)
  - Parks Supervisor Level 1 (PS1) OR PEP Sergeant
  - Crew Chief -Associate Park Service Worker (APSW) OR City Park Worker (CPW)
  - Job Training Participant (JTP)

## Employment Counseling

## Training and Education

- Education Classes:
  - General Educational Development (GED)
  - Pre-GED
  - Adult Basic Education
  - English as a Second Language
  - Online Educational Tutorials
  - Parks Academy Classes
  - Computer Classes:
  - Basic Computing

- Advanced Computing
  - IBM Web-based Curriculum
- Houghton Mifflin's Skills Tutor
- **Vocational Training Classes:**
  - Security
  - Food Service
  - Building Maintenance
  - Clerical Office Skills
  - Patient Care Technician
  - Pharmacy Technician
  - Forestry Career Training
  - Horticulture
- **Job Search**
- **Client Services**

#### **A Pay letter Always:**

- **Communicates attendance at POP-related activities**
  - Has an embossed POP stamp/logo
  - Indicates the POP activity
  - Indicates day of POP activity
  - Is signed by a POP staff person
  - Specifies number of hours of pay -
- **8 hours – documents a full day of pay**
- **4 hours – document either specifies:**
  - a shortened POP session and client **SHOULD** work 4 hours (per notification letter)
  - **OR**
  - failure to meet requirements of POP session and **SHOULD NOT** be permitted to report to work as per reason indicated on pay letter
  - **Non-Pay Letter** – failure to meet requirements, **SHOULD NOT** be permitted to work AND will not be paid
  - **Must be the ORIGINAL (with stamp)**

#### **POP Year-Long Pilot Programs**

#### **Specialized Programs focusing on Specific Needs:**

##### **POP Plus**

- **Goal –**
  - To provide a path back to education and/or training to ensure employment opportunities in the future; To provide intensive services to guide young adults on a path to success.
- **1 Year Program Servicing 18-24 Year Old Disconnected Youth**
- **3-day Worksite Assignment/2-day POP Activities**
- **Work 40hr/wk; Earn \$9.21/hr**
- **Union members of DC37**
- **Establishes Individual Educational and/or Career Goals**
- **Participate in Education and Training Programs**
- **Self Elected Mentorship Program – Provides Interested Trainees a Full- Time Parks Staff Person as a Mentor**
- **Receive Comprehensive Counseling, Job Search, and Case Management Services**

- Specialized Workshops on Parenting, Domestic Violence, Substance Abuse, Personal Health, etc.

#### **POP Works**

- 1 Year Program Servicing Non-Custodial Fathers
- 3-day Worksite Assignment/2-day POP Activities
- Work 40hr/wk; Earn \$9.21/hr
- Union members of DC37
- Receive Comprehensive Counseling, Job Search, and Case Management Services
- Specialized Workshops on Parenting, Child Support, Visitation Rights, Substance Abuse etc.
- Participate in Education and Training Programs

#### **POP ED Hort.**

- 1 Year Program Servicing Trainees Interested in Horticulture Field
- 3-day Worksite Assignment/2-day POP Activities
- Work 40hr/wk; Earn \$9.21/hr
- Union members of DC37
- Receive Comprehensive Counseling, Job Search, and Case Management Services
- Training at New York Botanic Gardens
- Forestry Training with TreesNY (self- elected)
- Rotate Work Schedules to Ensure Comprehensive Experience
- Nursery
- POP Specialized Horticulture Crews
  - Forestry
  - Gardener
  - Greenstreets
  - Natural Resources Group (NRG)

#### **POP Back to School and Work**

- A 6-Month Program Servicing 18 to 24 Year Old Disconnected Youth
- 3-day Worksite Assignment/2-day POP Activities
- Work 40hr/wk; Earn \$9.21/hr
- Union members of DC37
- Provides a path back to education for young people in need
- POP will work closely with the Department of Youth and Community Development to implement programming
- GOAL:
- To help connect young adults to educational pursuits and training for career paths for self sufficiency and success in their future.

#### **POP SPARK**

- 1 Year Program Aimed to Prepare Approximately 30 Trainees in the Electrical Field
- 3-day Worksite Assignment/2-day POP Activities
- Work 40hr/wk; Earn \$9.21/hr
- Union members of DC37
- Applicants will participate in an 8-week 'math academy' prior to intensive and specific electrical training

- Applicants will submit field supervisor recommendation form prior to enrollment
- This program will prepare trainees for jobs as electricians. Potential job opportunities with MTA/MetroNorth and PATH will be explored.
- Wage employment beginning at \$28.18/hr
- **GOAL:**
  - To provide hands-on, comprehensive training for employment in the electrical field

#### **POP Weatherization**

- 1 Year 'Green Initiative' Program Focused on the Green Collar Industry
- 3-day Worksite Assignment/2-day POP Activities
- Work 40hr/wk; Earn \$9.21/hr
- Union members of DC37
- Work closely with Five Boro Operations
- Provides Training for Jobs of the Future by Teaching JTPs to –
- Green Parks' Rooftops
- Retrofit/Weatherize Parks' Facilities
- **GOAL:**
  - Provide hands-on, comprehensive training in retrofitting and weatherization for employment opportunities of the future.

#### **Absences and Documentation**

- **JTPs are advised regarding:**
  - **6 excused absences – documentation should be presented for each call-out**  
– (termination can follow)
  - AWOLs can lead to termination
  - Maternity Leave – 30 days (without pay)
- **HRA appointments do occur for some JTPs during employment and ARE mandatory:**
  - **should be documented (HRA communicates via mail)**
  - **should be offered opportunity to make up time on RDO (if possible)**
  - **must be attended for PA case to remain active (inactive case = ineligibility for POP)**

#### **Termination/Resignation:**

- When a JTP is terminated or resigns, timely submission of paper is vital. This will ensure:
  - Trainee is removed from borough's roster and allows a new JTP to be assigned to the district.
  - Client Services can post appropriate outcome for trainee in HRA's system – (provides an accurate outcome and allows JTP to regain benefits)
- Failure to report termination/resignation:
  - Will prevent HRA from re-budgeting trainee's Public Assistance case:
  - Termination - will affect trainees' PA benefits and supportive services from HRA
  - Resignation – will affect trainee's PA benefits and supportive services from HRA
  - Resignation for EMPLOYMENT – will affect transitional benefits provided to help maintain employment
  - **\*\*\* For clients resigning for employment – Please reach out to their Job Developer or Central POP/Client Services\*\*\***

#### **Uniform collection:**

- -Field staff should collect uniform from trainee prior to departure.

**JTP Outcomes:**

- POP Phase II
  - POP Phase II (PPII)- helps job-ready JTPs find employment after their seasonal line with Parks ends
  - Month 1: Consists of 35 hours per week of job search with Parks (with a POP Job Developer and independently; must report all activities to POP Coordinator weekly)
  - Month 2 and 3: Consists of 14 hours (2 days per week) of job search with Parks and 21 hours (3 days per week) of WEP (at another City Agency)
  - Failure to comply with one or both of these assignments leads to 'non-compliance' status for PA benefits
- JTPs are recommended by their POP Counselor
  - Eligibility is based on attendance at counseling sessions and demonstrated motivation to find permanent employment

**Seasonal Parks Hires: PHR**

- For a JTP to be eligible for a seasonal PHR line they need to have both:
- A recommendation for PPII from their counselor
- AND a recommendation from their field supervisor to the borough

**Work Experience Program (WEP)**

- PA Recipients work at Parks in exchange for their benefits.
- They work anywhere from 7-35 hours a week.
- Their schedules are determined by their Job Search Vendors (not Parks).
- They do not earn a paid wage and are not DC37 members.

## **Beach Operations**

### **The Purpose of this Section**

This section brings together all the aspects of beach operation and maintenance and provides an information source for the Beach Supervisors. After reading this handbook, you will have greater knowledge and appreciation of these important public facilities.

Parks & Recreation operates six beach facilities in four boroughs totaling approximately 14 miles:

- Queens
  - Rockaway Beach, - 7 miles
- Brooklyn
  - Coney Island/Brighton - 2.8 miles
  - Manhattan Beach - .25 miles
- Bronx
  - Orchard Beach - 1.12 miles
- Staten Island
  - South and Midland Beaches - 1.9 miles
  - Wolfe's Pond Park Beaches - .5 miles

All beaches open on Memorial Day and operate through Labor Day

### **Introduction**

Although each of the beaches differs in size, layout, water and sand conditions, they share two characteristics:

- All are free and open to the public without qualification or restriction (subject to Parks Rules and Regulations) and most are easily accessible by mass transit.
- None have restrictive admission practices.
- All attract larger crowds than other beaches in surrounding areas, many of which are difficult to get to and have limited public admission policies.

### **Beach Operations**

Beach Operations involve a number of distinct, yet interrelated activities that provide:

- Sand free of litter and hazards which are the primary objectives of maintenance activities.
- Clean and attractive boardwalks and surrounding areas.
- Physical structures in good repair.
- Well maintained comfort stations and bathhouses.
- Lifeguards for the safety of bathers and other patrons.
- Clean and well maintained concessions that provide efficient service.
- From food and amusements to beach umbrellas and parking.

## **Guidelines for Day Camp Visits**

### **Beach Day Camp Operations**

Orchard Beach, Manhattan Beach, Rockaway and the Staten Island beaches should designate one M&O headquarters where day camps would be required to check in before using the beach.

This information will be included in the permit application and day camps will be required to agree to this check-in as a condition of their permit.

**Beach Managers will have staff available to check permits and have group leaders sign the beach log, verifying receipt and acceptance of Parks Rules and Regulations and responsibilities.**

Beach Managers (or their designee) should confirm the number of campers present. **State and City Health Codes require the day camp to provide one lifeguard for every 25 children, or portion thereof, at facilities/waterfronts where other lifeguards are present.**

All day camp lifeguards must provide proof of current certification. Day camps without the required number of lifeguards should not be allowed to use the beach.

## **Guidelines for Day Camp Visits**

- Whenever possible, beach managers should not mix day camp groups on a stretch of beach.
- Beach maps should be provided to all day camps.
- Beach Operations should also distribute marked litter bags to groups when they arrive for check-in.
- Day camps will be required to return used litter bags to the District Office upon leaving the beach.
- Beach Managers should periodically check beach locations for assigned day camps.
- This will make day camps accountable for any litter left behind at the beach.
- Violations should be reported to the respective Borough Permit Office.
- Parks Enforcement Patrol Officers should be requested to issue summons to groups that do not comply with Parks Rules and Regulations, as well as terms of the permit.

## **Bacteriological Quality Standards**

Bacteriological quality standards are of primary concern in evaluating the safety of water in relation to public health. It is used to measure the pathogenic/bacterial contamination in the water.

**Both Subpart 6-2.15 of the New York State Sanitary Code and Article 167.03 of the New York City Health Code utilize a bacteria called Enterococci as indicators for evaluating the microbiological suitability of recreational water. Primarily the number of bacteria contained per 100 milliliters measures water quality.**

## **Chemical Quality Standards**

The water shall be free of toxic chemical substances that can cause irritation to the skin or mucous membranes.

## **Physical Quality Standards**

The water shall be free from turbidity, debris, oil, grease, deposits, algal growth or other foreign substances.

## **New York City Beach Monitoring and Surveillance Program**

The Bureau of Public Health Engineering, New York City Department of Health is authorized to conduct the City's Beach Monitoring and Surveillance Program for bacteriological analyses of beach water quality in areas used for public recreational bathing.

Under this program, the Bureau of Public Health Engineering monitors water quality during the May- to-September season for all public and private bathing beaches operating under New York City Health Department permits.

The objective of the program is to:

- Inspect the established beach areas for compliance with the State Sanitary Code and New York City Health Code.
- Perform water quality sampling and analysis to provide the public with information regarding the advisability of using the various public and private beaches.

## **Overview of New Article 167 Changes**

- Public Notification and Risk Communication Requirements: Wetweather and pollution advisories, and Closure signs.
- Beach Open, Reopen, Closure Policies.
- Sign Changes
- Revised Beach Safety Plan: to be completed and submitted to the Department for Submission and Approval by 4/12/04.
- DOH Beach Quality and Safety Website
  - [www.nyc.gov/health/beaches](http://www.nyc.gov/health/beaches)

## **Overview of New Article 167:**

### **EPA BEACH ACT**

- The Beaches Environmental Assessment and Coastal Health ("BEACH") Act was signed into law in October 2000.
- In June 2002, the EPA published its performance criteria: new public notification procedures, replacement of Coliform with Enterococci as the indicator organism.
- By April 2004, NYC must implement a monitoring and public notification program that is consistent with performance criteria published by EPA.

## **Major Changes: Water Quality**

- Existing Standards: Total and Fecal Coliforms as indicators for pathogens.
- **New Standards: Enterococci as single indicator.**
  - **Enterococci Geometric Mean: 35 per 100ml, a mean calculated using results from 5 or more samples during a 30-day period.**

### **Enterococci:**

EPA suggests it has the strongest correlation to swimming related illnesses, a much better means of protecting bathers than any other bacterial indicators. The enterococci standard was developed by EPA using data collected in a study conducted in the late 1970's, from beaches including Coney Island and the Rockaways.

- More resistant to chlorination disinfection processes used by Waste Water Treatment Plants.
- Survives over a wide pH and temperature range and survive well in sea water.
- Have a slower die-off rate with sunlight intensity than Coliform bacteria.
- Appear more closely related to rainfall volumes than do fecal coliform levels.

### **Advisory and Closure Policies**

- PHE notifies the owner/manager/operator of the determination (sewage release information) and instruct posting of PHE 304 (Advisory) or PHE 305 (Closure).
- PHE instructs operators that the sign must be posted and maintained until PHE completes further investigation or additional water quality sampling analysis.
- PHE may provide the determination in a press release or on the website. A written Public Health Advisory confirmation letter along with an "Order of the Commissioner" may be issued and delivered to the facility, if practical.

### **Re-Opening Policies**

Once investigation has determined that the water meets applicable water quality standards, the PHE shall observe the following procedures to remove advisories and reopen City Beaches:

- Notify the owner/manager/operator of the determination and instruct the removal of notification.
- Provide the determination in a press release or on the website.

### **Classification Of Beaches**

- There are three beach classifications:
  - Open for Swimming and Bathing - Class A
    - All of the following conditions are considered in order for a beach to be classified as open and approved for swimming and bathing:
      - Bathing beach water quality are in accordance with the following water quality standard for marine water beaches: Enterococci geometric mean shall not exceed 35 CFU per 100 ml for a series of 5 or more samples collected during a 30-day period.

- **Sanitary and safety surveys conducted are satisfactory to the Department; and**
- **The epidemiological history is satisfactory to the Department. No repeated complaints/reports of illness/injury received from the public or from owners/operators of bathing beaches.**
- **Pollution Advisory – “Class B”**
  - **Advises the public of a potential human health risk associated with use of the water or notification to the public of the likelihood of high levels of microorganisms from a predetermined rainfall intensity (*Wet Weather Advisories*), sewage spill or pollution event, without evidence of water quality exceedances.**
  - **If any of the following conditions are present the beach is classified as “Not Recommended for Swimming or Bathing”:**
    - **Rainfall intensities exceed the Preemptive Standards:** New York City Wet Weather Advisories, predetermined rainfall amounts.
    - **Elevated enterococcus levels** found during routine sampling events do not meet the applicable regulations.
    - **A Sanitary Survey or Investigation reveals the presence of pollution:** floatable debris, medical/infectious waste, toxic contaminants, petroleum products and/or other contamination on the beach or evidence of sewage and wastewater discharge.
- **Beach Closure – Class “C”**
  - **Advises the public of a known human health risk associated with use of the water or notification to the public of the likelihood of high levels of microorganisms because of a illness complaints, sewage spill, pollution event, or any other health or safety hazard.**
  - **If any of the following conditions are present the beach is classified as “Temporarily Restricted for Swimming or Bathing”:**
    - **Elevated enterococcus levels found during routine sampling events.** Bacteriological Quality does not meet the Water Quality Standard:
      - **Bacteriological Standard for Marine Water Beaches:**
        - **Enterococci geometric mean shall not exceed 35 CFU per 100 ml during a 30-day period.**
    - **Epidemiological data indicates a significant incidence of related illnesses** or consistent complaints/reports of illness/injury received from beach patrons.
    - **A Sanitary Survey or Investigation reveals the presence of pollution:** floatable debris, medical/infectious waste, toxic contaminants, petroleum products or other contamination on the beach or there is evidence of sewage and wastewater discharge in sufficient quantities which will adversely affect the quality of the beach water.
    - **Any other environmental factors determined to be a public health or safety hazard by the NYCDOHMH.**

## **Beach Safety Plan**

Each beach must have in place an approved Beach Safety Plan.

The Safety Plan outlines procedures for dealing with emergency situations and inclement weather conditions that might occur during the season. The plan also outlines procedures for

conducting sanitary surveys and steps to be taken to close beach facilities when conditions warrant.

**The beach Safety plan must be posted on a bulletin board at the main office.**

### **Sanitary Survey/Inspection**

A Sanitary Survey/Inspection is an investigation conducted for the purpose of identifying existing and potential source(s) of pollution that is likely to affect water quality at a beach.

#### **Early morning before normal operation hours:**

The Supervisor is responsible for conducting a routine waterfront sanitary survey/inspection. In addition, all personnel shall be on constant alert for any potential health and safety hazards that may arise during normal operations.

If any unsanitary and unsafe conditions are discovered during the Sanitary Survey/Inspection, the Principal Park Supervisor or Level 2 Park Supervisor shall be notified immediately.

If the contamination is determined to adversely impact water quality or beach use:

- The Bureau of Public Health Engineering, New York City Department of Health must be notified immediately.
- The beach may be temporarily closed in accordance with Beach Closure "Unsafe Beach Water Temporarily Restricted for Bathing" procedures.

**Note: A sanitary reinspection of the facility may be performed by a public health sanitarian of the New York City Department of Health during their routine sample collection. An unsatisfactory sanitary inspection may result in a "Notice of Violation" issued to the facility.**

### **Monitoring Wet Weather**

#### **Wet Weather Advisory - Preemptive Standard:**

- A threshold level of precipitation that, when exceeded, can lead to elevated levels of pathogens due to Combined Sewer Overflows (CSO's) and stormwater runoff, and pose a public health threat.
- The NYCDOHMH advises against **bathing in any area identified by the Department as being directly impacted** by CSO and stormwater runoff.

Beach	Rainfall Limit	Advisory Duration	WWA Posting Number
South Beach and Midland Beach, SI	1.5 inches in 6 hours	12 hours	PHE 301
Manhattan Beach and Kingsborough Community College, Bkln	1.5 inches in 6 hours	12 hours	PHE 301
All Bronx Private Beaches and Douglaston, Qn	0.2 inches in 2 hours/	48 hours	PHE 302
	0.4 inches in 24 hours		
Gerritsen Beach, Bkln	0.2 inches in 2 hours/	72 hours	PHE 303
	0.4 inches in 24 hours		

If the rainfall exceeds the established "Wet Weather Intensity Standard," the facility personnel must follow the procedures outlined in "Polluted Beach Water - Not Recommended for Bathing" procedures.

### **Report of Alleged Water-Borne Outbreak**

- A number of infectious diseases can be transmitted by bathing-related activities.
- The New York City Department of Health must be notified of illnesses attributed to the City's bathing waters.
- Swimming at affected beaches should be prohibited if there is any possibility that contaminated water is the source of the illness.

### **Recommended Sanitary Survey/Inspection**

#### **Sanitary Survey**

All refuse (especially sensitive items such as syringes and medical refuse), garbage and debris left on the beach by bathers, as well as floating debris/oil or other petroleum slicks present in the water, must be removed and disposed of properly.

Only beach water that is free of known contamination from untreated sewage discharge, medical/infectious material, oils, greases or other sources of contamination is determined to be safe for bathing.

#### **Additional Waterfront Safety Inspections**

- Sand area should be free of:
  - potholes
  - loose rocks
  - debris
  - glass containers
  - other dangerous objects.
- Beachfronts should be free of:
  - submerged objects
  - steep sloping bottoms
  - broken objects
  - heavy weed growth
  - sharp drop-offs
  - uneven or unsuitable beach bottom in the wading area.

#### **Posting Appropriate Signs**

- **ALL LANGUAGE ON BEACH SIGNS MUST BE CHANGED TO:**

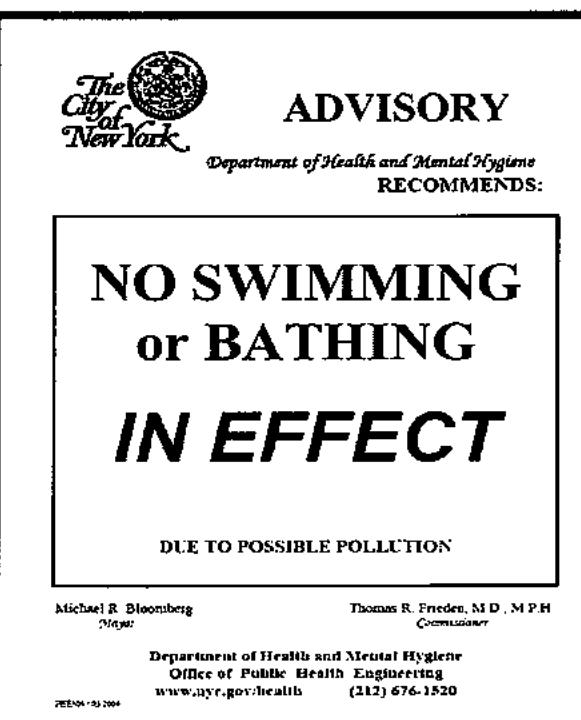
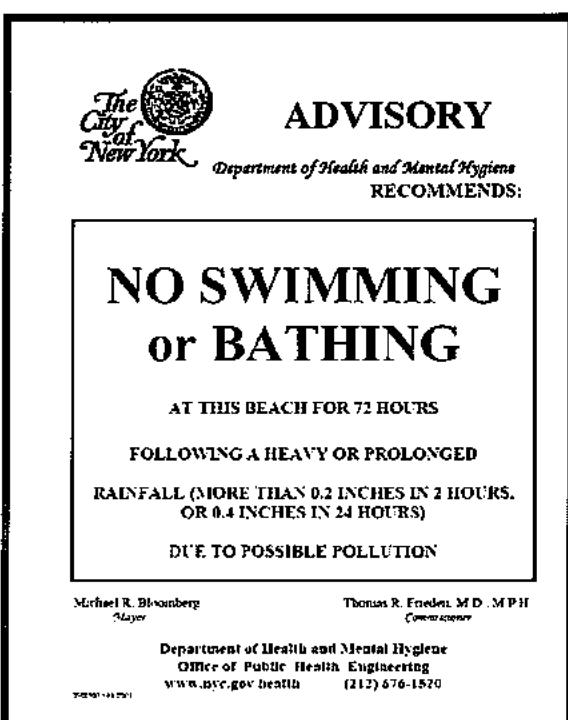
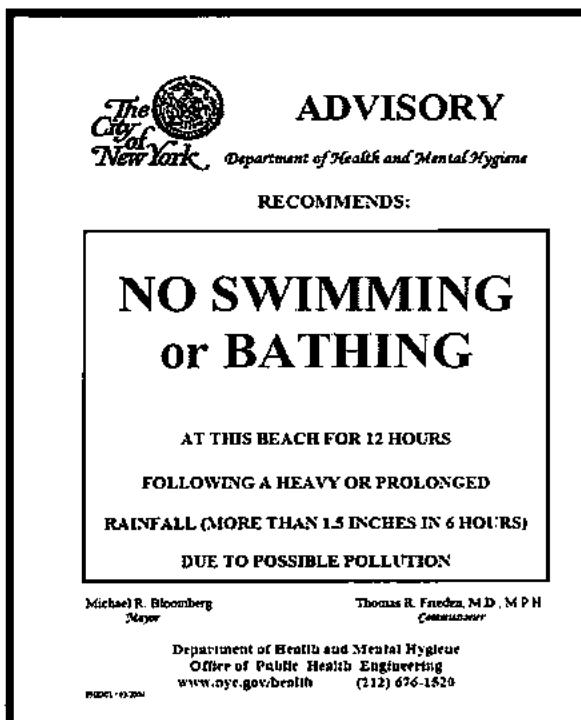
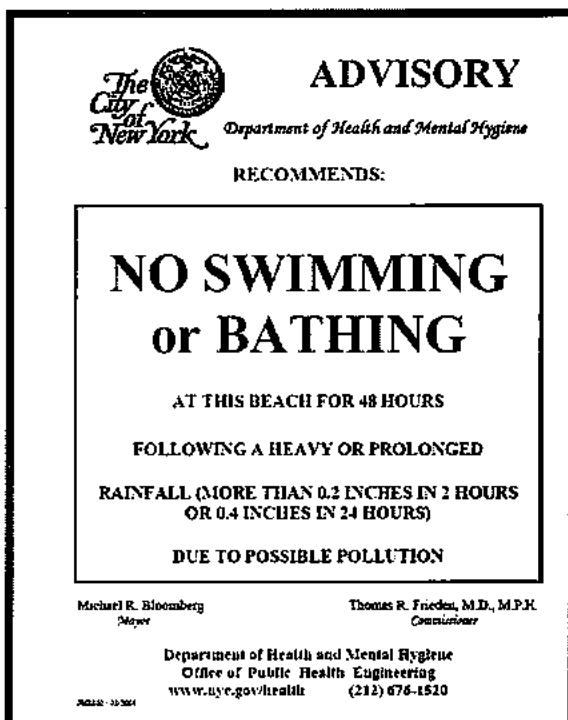
#### **NO SWIMMING AND BATHING**

- **Including NYCRR §167.19: Supervision and Certification Signs**
  - *In Areas without Supervision:* "No Swimming or Bathing"
  - *Lifeguard Not on Duty:* "No Lifeguard on Duty B Bathing and Swimming Prohibited"

## Posting of "New York City Wet Weather Advisory"

- If the City has issued a Wet Weather Advisory for those beaches directly impacted by the city sewage overflow (CSO) and storm water runoff:
- The facility must post and announce a Wet Weather Advisory Notifying the public:
  - Of the potential for increased water pollution
  - Possible health risk at times when the established rainfall intensity standard is exceeded.

### Posting Appropriate Signs





# ORDER

*Department of Health and Mental Hygiene*

## BEACH CLOSED

UNTIL FURTHER NOTICE

**SWIMMING or BATHING AT THIS BEACH IS  
PROHIBITED DUE TO WATER  
CONTAMINATION  
WHICH MAY CAUSE ILLNESS**

Beach waters were determined to be substandard and in violation of Section 167.13 of the New York City Health Code.

Michael R. Bloomberg  
*Mayor*

Thomas R. Frieden, M.D., M.P.H.  
*Commissioner*

Department of Health and Mental Hygiene  
Office of Public Health Engineering  
[www.nyc.gov/health](http://www.nyc.gov/health) (212) 676-1520

PHE301 • 03/2004

- If the Sanitary Survey/Investigation discloses contaminants on beach water immediately adjacent to a beach which may affect/decrease the water quality and possible health risks:
  - The beach facility must post and publicize the advisory in a timely and effective manner.
  - The sign must state:
    - "Polluted Water - Not Recommended for Bathing due to Possible Pollution."
    - The sign must be posted and remain so until further investigation or water sampling analysis have been completed by the Bureau of Public Health Engineering.

## **Emergency Response Organization**

In the event of an emergency situation, the Principal Park Supervisor or Park Supervisor Level 2, is designated as the Emergency Coordinator.

All personnel, whether directly involved in an emergency response or not, should know their own responsibilities in an emergency. They must know the names of those in authority and the extent of that authority.

- Emergency personnel may be deployed in a variety of ways depending on:
  - The nature and scope of the emergency
  - The size of the facility
  - The number of personnel.
  - Individuals or teams can perform emergency response procedures.

## **COMMUNICATION SYSTEM**

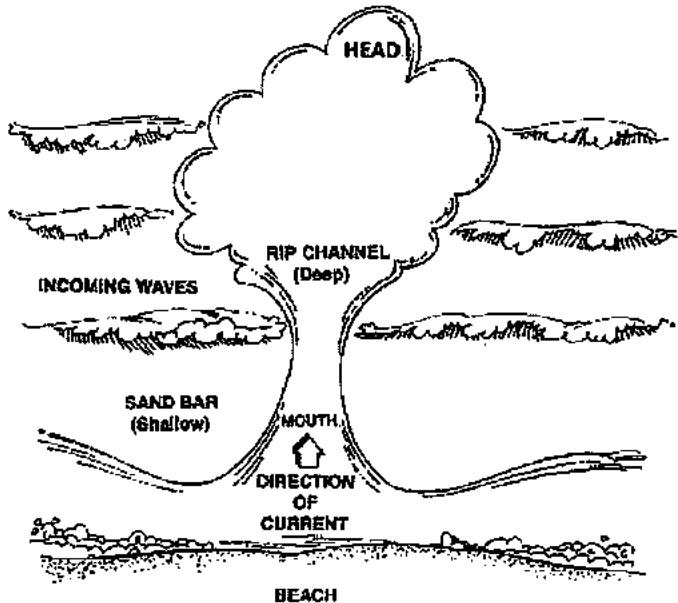
Train all staff involved in emergency response in the communication signals required for the various emergencies.

## **EMERGENCY TELEPHONE NUMBERS**

- All personnel must be familiar with the procedure (phone number or emergency code) for contacting public emergency aid teams.

## **WEATHER AND CLIMATIC CONDITIONS**

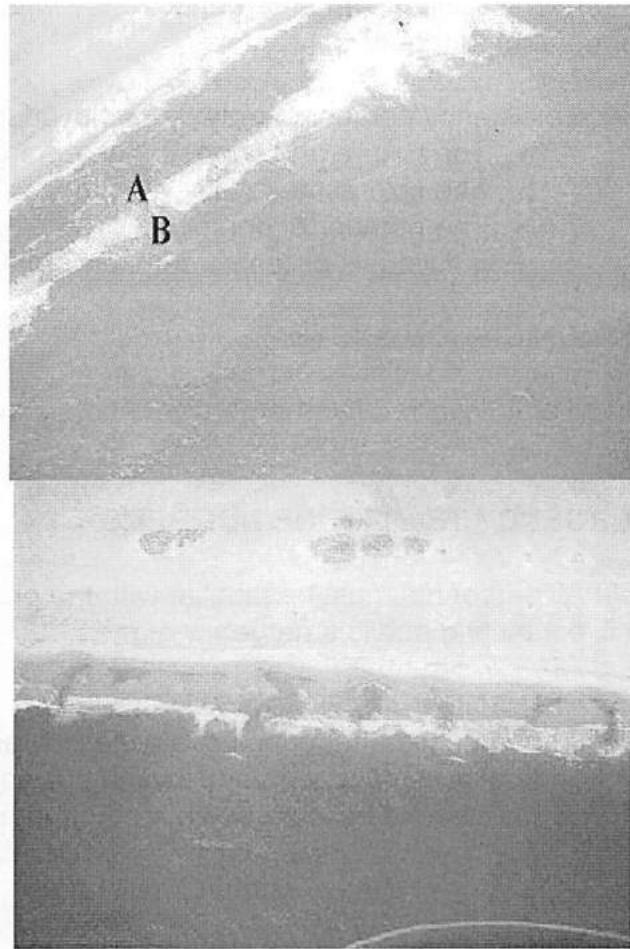
- If adverse weather conditions pose a threat to the health and safety of the public, patrons and bathers must be informed and possibly evacuated from the beach.
  - Beaches should be cleared of bathers during the following conditions:
    - Thunderstorms
    - Heavy rain and hailstorms
    - Fog
    - Heavy and/or high wave actions
    - Dangerous currents
    - Darkness
    - Visual Signs of Dangerous Currents
    - Weather and Climatic Conditions



### ➤ Dangerous Current

- When undertows or other dangerous current conditions exist, the affected area may be posted against use.

### Visual Signs of dangerous currents



### Thunderstorms

- At the first sign of thunder or lightning, the beach area is to be immediately cleared.
  - The bathers should be instructed to:
    - Stay away from:
      - metal pipes, metal railings, wire fences, and any other metal objects that conduct electricity
      - Get inside a large building
      - Not use telephones or showers
      - Not use outside areas such as picnic shelters
      - Stay away from heights, open fields and beaches
    - Lifeguards are to get down from the lifeguard chairs as soon as possible.

### ➤ Heavy Rains and Hailstorms

### ➤ Fog

- When fog results in reduced visibility in and around swim area, the beach must be temporarily closed.

- **Heavy and/or High Wave Actions**
  - Swimming is prohibited where the water currents in the bathing area exceed three (3) feet per second.
- **Night Bathing**
  - Evaluate and understand precautionary measures and the plan of action to prevent night bathing.
  - These precautions are different and unique to each facility.

## **Medical Waste Contamination Response Procedures**

Medical/infectious waste is material resulting from:

- Improper disposal of materials from medical related facilities washing onto the shore.
- Illegal disposal of syringes and needles by intravenous drug users.
- Medical Waste Contamination Response Procedures
- Waste from medical related facilities generally include:
  - All waste materials resulting from the treatment of a patient on dialysis
  - Discarded serums
  - Vaccines
  - Intravenous needles
  - Syringes
  - Surgical blades
  - Broken glass
  - Pathogen-contaminated laboratory waste.

## **Medical Waste Removal Procedures**

- **Medical waste poses a potential source of infection by:**
  - Human Immune Deficiency Virus (HIV)
    - The cause of AIDS (Acquired Immune Deficiency Syndrome)
  - Hepatitis B Virus
    - The cause of hepatitis, cirrhosis, and cancer of the liver.
  - The following guidelines should be used for closing of beaches if medically related debris is found.
    - If there are small amounts of medical debris that are considered "routine," the debris should be collected following the Agency's medical waste collection policy and stored before beach opening.
      - If medical debris is absent in the water, but large amounts are found on the beach, affected areas should be closed and cleared of bathers until the debris can be removed and an assessment of the extent of waste made.
    - **When medical debris is present in very large quantities on the beach or found floating in the water, the entire beach must be closed and the Bureau of Public Health Engineering must be notified.**
    - **The Principal Park Supervisor or Park Supervisor Level 2:**
    - **Is responsible for notifying the public and the Bureau of Public Health Engineering, New York City Department of Health of unsafe conditions at the beach.**
  - In the event that blood or other medical waste is found at a beach facility, the following procedures must be followed:

- Cordon off of the area where the medical waste was found to protect beach patrons and park employees.
    - Cones and flags will be provided at the beaches to accomplish this.
- Requesting Central Communications to contact the medical waste removal crew for the area where the debris was found.
  - **NOTE: Under no circumstances is an employee that has not been trained in the proper removal of medical waste to be asked to remove the debris.**
  - The number for Central Communications is 1-888-NYC-PARKS
    - The person calling must give the following information:
      - Name and title
      - The type and amount of waste to be removed
      - The exact location of the debris
      - The location of the beach entrance nearest to where the debris has been found
        - If necessary, an employee should be sent to meet the removal personnel, thus speeding the process of locating the debris.
        - While waiting for the removal personnel, steps must be taken to protect the public and employees from being contaminated by the debris.
  - **NOTE: Refrain from using the radio to notify Central Communications because it may draw the attention of the news media.**

## Overview of Beach Operations - Maintenance

Maintaining clean, safe and attractive beaches and beach facilities, boardwalks and comfort stations require year-round planning and management.

- During the summer beach season -
  - The focus is on beach cleaning and safety
- During the off season -
  - Activities include:
    - Planning
    - Beach restoration
    - Control of beach erosion
    - Facility and vehicle preventive maintenance
  - All other preliminary preparations for the next season's operations.

## Beach Cleaning

The primary objective of beach cleaning operations is the presentation of a litter-free and safe beach to the public at the start of each day. This involves the removal of debris, where possible, from the area during the day.

- Effective beach cleaning requires:
  - Manual trash receptacle emptying.
  - Shoreline manual cleaning during peak-use periods.

### Beach Cleaning

- Manual Sand Cleaning

- Removal of debris by hand has traditionally been the primary method of cleaning at city beaches.
- Crews work in lines stretched across the sand and walk forward stabbing and bagging the debris.
- This method is effective though time-consuming and expensive.

## **Mechanical Sand Cleaning**

- **Beach King**
  - Mechanical sand sifting devices such as the Beach King pulled by either cleat or wheel tractors are able to remove debris that cannot easily be collected by manual methods.
    - Beach cleaning equipment is most efficiently used when the beach is empty of patrons.
    - The Beach King is not effective in wet or damp sand.
- **Barber Surf Rake**
  - The Barber Rake is a sand-raking device also pulled by either a cleat or wheel tractor that removes debris from the sand's surface.
    - A single conveyor belt with metal tines scoops up debris that is then dumped into a collection bucket after a complete revolution.
    - This device can rake through 4 inches of sand.
    - The Barber Rake is also usable in wet sand areas and on grass.
      - This piece of equipment has been used successfully at the water line.

Starting at the surf line, these two types of equipment are designed for use in a systematic manner incorporating patterns and repeated passes over the same area. This systematic approach, coupled with the use of these devices in tandem, can result in the removal of almost all small pieces of glass and debris from the sand. Remember, this activity must be accomplished at night or in the early morning hours when beaches are empty.

- **Emptying of Trash Receptacles**
  - Trash receptacles are an essential item for maintaining clean beaches.
  - Receptacles range in type from metal drums to lighter wire-mesh baskets.
  - A direct relationship exists between the number of trash receptacles available and the level of debris on the beach and boardwalk.
    - The greater the number of baskets, the lower the amount of debris on the beach and boardwalk.
    - **The frequency of emptying filled receptacles will affect the debris level.**
- **Power Wagons**
  - The emptying of trash receptacles at all New York City beaches is presently accomplished through the use of power wagons.
    - These are 4-wheel drive wooden rack-sided dump trucks with a capacity of approximately 4-cubic yards of uncompacted debris.
    - The wagon is manned by a driver and two or three persons on the rack body.
      - One person carries a metal hook and lifts the basket approximately three feet to the truck body.
      - The remaining workers then grab the basket and dump it into the body of the wagon.

- The empty basket is replaced on the sand as another full basket is hooked aboard.

➤ **Broyhill Basket Loader**

- Another vehicle used in emptying the trash receptacles is the Broyhill Basket Loader. This vehicle is operated by one employee and has an articulated arm that can be adjusted to pick up the baskets.
  - The arm picks up a basket and empties it into a 7-yard container in the rear of the vehicle.
  - In order to operate effectively, this vehicle must be maintained properly.

**Maintenance of Ancillary Beach Facilities**

- In contrast to the beaches themselves, the public generally uses these facilities throughout most of the year.
  - Playgrounds
  - Gardens
  - Maintenance Garages
  - Ballfields
  - Basketball Courts
  - Parking Fields
  - Lawn areas
  - Maintenance buildings
  - Concession buildings
  - Tennis courts
  - Picnic areas
  - Handball courts
- Maintenance, particularly debris removal, is an ongoing task. The Agency assigns year-round staff to many ancillary beach facilities.
  - Debris removal is accomplished by employees patrolling with bags and stabbers.
  - Power wagon crews empty litter receptacles.
  - Equipment such as leaf collectors and sweeping machines sweep and vacuum the trash and leaves from the pavement.
- **During the beach season, beach supervisors normally assign first priority to:**
  - **The beach starting at the shoreline and working back.**
  - **The boardwalk**
  - **Comfort station maintenance**
  - **Ancillary facilities receive attention after the beach and boardwalk areas are clean. When cleaning crews are taken off the beach due to crowd congestion.**

**Sand Displacement and Erosion Control**

Most beaches face sand erosion by wind and tides as a natural shoreline activity. At New York City's heavily used beaches, sand erosion is a major problem that must be continually countered by human effort.

The extent of such erosion is primarily a function of:

- Prevailing winds
- Waves
- Littoral drift

- It is also heavily dependent on the composition of the sand itself.

Wind-driven sand at beaches can pose severe problems for structures.

- Sand can:
  - Accumulate under elevated boardwalks
  - Hindering air circulation and promoting rot.
  - Force up floorboards, buckling a boardwalk.
  - Driven against the face of a building sand can:
    - Erode paint or other protective coatings.

Control of sand erosion requires intensive maintenance efforts that include:

- Year-round movement of displaced sand with bulldozers.
- Late winter and spring grading with heavy equipment.

**The late winter and spring beach grading has been accomplished in recent years by using Heavy bulldozers and front-end loaders**

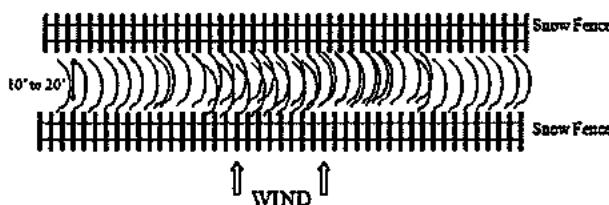
### Snow Fence Configuration

**To prevent sand displacement snow fencing is erected on the beaches in late September or early October to trap wind-blown sand.**



Fence Configuration

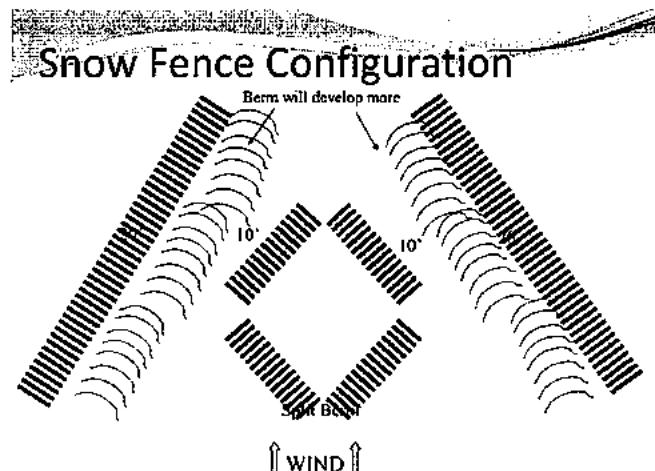
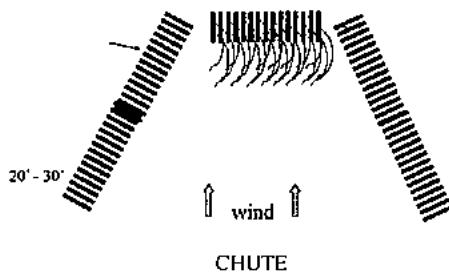
Snow Fence Configuration



wind



Snow Fence Configuration



## Beach Maintenance and Staffing

Effective beach facility operations require both a permanent year-round workforce as well as an influx of temporary or "seasonal" employees during the beach season.

The optimum staffing level and skill mix of individual city beaches varies depending upon:

- Size and physical characteristics of the beach.
- The nature of ancillary, recreational and support facilities.
- The on-and-off seasonal patterns of public use of the beach and ancillary facilities.
- Beach maintenance equipment and vehicles available.
- Weather conditions.
- Extent of vandalism.

In addition to these variables, certain operational practices affect beach staffing needs:

- Implementation of nighttime mechanized beach cleaning requires additional drivers, mechanics on stand-by and supervisors.
- Use of daytime shoreline cleaning crews requires additional staff and supervision or staff redeployment.
- Implementation of year-round beach erosion control and beach grading requires additional crews and heavy equipment operators.

## Lifeguards

The safety of the swimming public is the responsibility of Lifeguards assigned to the city's beaches. Performance of this function includes the following:

- The rescue of swimmers in distress
- Providing first aid as necessary for beach patrons
- Assessment of beach and water conditions and warning the public of hazards, e.g. undertows
- Communication of hazardous conditions, requests for assistance and other problems
- Functioning as an authority figure to which beach patrons may turn when in distress.

**At least one qualified Lifeguard trained to make rescues, administer first aid, and exercise control over bathers is required at bathing beaches for every 50 yards of beach.**

- Effective Lifeguard support systems require, at the minimum:
  - On-the-beach Lifeguard chairs to provide visibility.
  - Means for on-the-beach communication to enable requests for outside assistance.
  - Life saving and first aid equipment.
  - Lifeguard command posts with:
    - Lockers
    - Showers
    - Communication equipment

## Vehicle Rules, Regulations and Safety

- Vehicle Safety

- Only assigned personnel are to operate vehicles.
  - **Crewmembers are not to sit or stand on the side of or in back of vehicles during transportation.**

- If at any time the operator finds it necessary to leave the vehicle, the ignition must be turned off and the key removed.
- Only Agency personnel are permitted in official vehicles.
- **Vehicle Rules:**
  - **Only assigned vehicles are permitted on the boardwalk.**
    - **No transporting of vehicles on the boardwalk!**
- **Vehicles assigned to the boardwalk must be driven at walking speed, and whenever possible, have a crewmember walk in front to warn patrons.**
- **All vehicles MUST be guided by a crewmember when backing up!**

#### **Vehicle Preventive Maintenance:**

- To ensure long life for the equipment, at the end of each day of service, all vehicles must be:
  - Fueled
  - Checked for oil
  - Cleaned
  - Inspected for defects
  - greased (where applicable).
- Trip tickets must be completed on both sides!
- **Vehicles equipped with four-wheel drive must be disengaged when not on the sand.**
- All vehicles are to be backed into designated parking spaces.

#### **Beach Vehicles and Related Equipment include:**

- Power wagons
- Roll-off containers
- Trash compactors
- Tractors
- 4-wd pick-up trucks
- Bulldozers
- Mechanical sweepers
- Front-end loaders
- Barber Rakes
- Beach King
- 4-wheel drive packers
- Basket articulators
- Towable light towers for night operations
- The Barber Surf Rake

## Surf Rake Operators



- Prior to Operation:
  - Inspect the vehicle for any visible damage.
    - Make sure both sides of the moldboard are even.
    - Check tire pressure. Pressure should be 18 PSI.
    - Check chain tension on the Conveyor Belt. Both sides should have the same amount of slack.
      - Conveyor chains should have 1" of movement between idler roller and bottom sprocket.
    - Check tension of both Bucket Dump chains.
      - Chains should be tight when the bucket is completely down.
- Surf Rake Operators
  - During Operation:
    - **If you pick up any sand, lower moldboard to  $\frac{1}{4}$ ".**
    - Be aware of rocks or pilings below the surface of the beach.
    - Listen for any unusual or loud noises that indicate problems and/or damage to Surf Rake return the machine to garage for mechanic to assess.
    - **Do not allow tractor tires to hit front of rake.**
  - Post-Operation:
    - Raise bucket and wash all parts of the Surf Rake.
    - Clean Conveyor Belt - completely remove all line, string, wire, and rope.
    - Straighten tines if they are bent.
    - Inspect Surf Rake and report any damage.
    - If more than 50 tines are missing, replace tines.

- If you are operating a 4x4, remember these basic rules:
- NEVER use 4-Wheel Drive when driving on the highway, or any other asphalt or paved area.
- AVOID driving over curbs, bumps, and potholes unless absolutely necessary.
- ONLY use 4-Wheel Drive when driving on soft terrain such as beaches or fields.
- Please use extreme caution when driving in such areas.
- If you aren't sure how to switch the 4-Wheel Drive off and on, please don't experiment - call your garage.
- Please take care of your vehicle.

#### 4x4 Vehicle Operators



4-wd Pick-up Trucks



Power wagons



➤ Beach King Operators

- Prior to Operation:
  - Inspect the vehicle for any visible damage.
  - Make sure equipment is properly lubricated. Wipe off excess lubrication.
- During Operation:
  - Be aware of drive shaft to hitch clearance.
  - **Make sure tow tractor tires do not make contact with Beach King.**
  - **Keep Beach King fully raised when turning.**
  - Be prepared for encountering hidden obstacles that can bring the machine to an abrupt stop.
- **Always be aware of people and obstacles. If you cannot clearly see all around the machine, stop and make sure nothing is in the way.**
- Post-Operation:
  - Lock brakes and lower Beach King to ground.
  - Wash and wipe down equipment.
  - Make sure Beach King is cleaned out.
  - Report any visible or mechanical damage to mechanics.

## Beach Packer

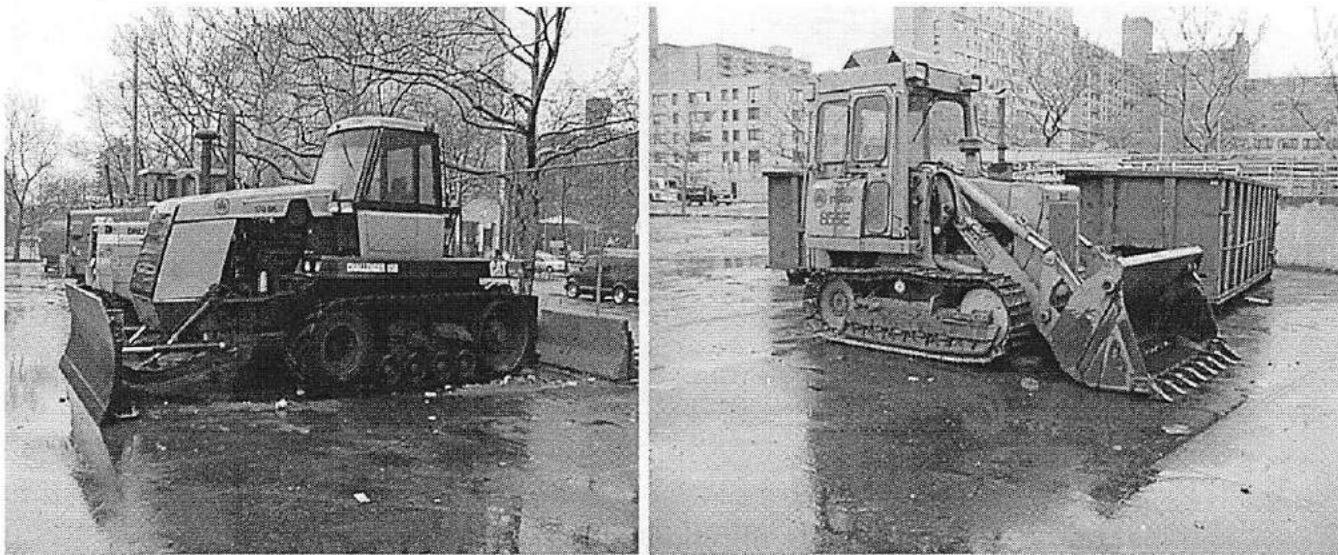


- Packer Operators
  - **Most Large, Heavy Objects Should Not Be Put into Packers**
    - Here are a few examples:
      - STEEL
      - CONCRETE
      - CONSTRUCTION DEBRIS
      - TIRES
      - BARRELS
      - REFRIGERATORS
      - FLAMMABLE MATERIALS
      - EXPLOSIVE MATERIALS

## Beach Tractor



## Bulldozers



## Front-end loaders



## Basket articulators



## **Beach Security**

- Some unlawful activities affecting the city beaches are:
  - Vandalism of:
    - Lifeguard towers
    - Boardwalks
    - Ancillary beach equipment
  - Illegal sales of alcoholic beverages and foods
  - Beach use after closing
  - Loud or otherwise unauthorized amplified sound devices
  - Unleashed dogs
  - Illegal fires
  - Illegal drug sales.

Police presence has become increasingly important in recent years as beach patronage has grown. As a result, the Agency has been working regularly with the Police Department in cooperative efforts to enforce Beach Rules and Regulations and to protect beach patrons..

During the summer, increased day and evening police patrols are necessary to reduce vandalism and illegal activities on the beaches. This is especially true during weekends and holidays.

Their presence can help to maintain a climate of safety at beaches with heavy crowds, illegal vendors and other enforcement problems.

## **Year-Round Operating Tasks**

Effective beach operations require a comprehensive year-round work program, incorporating pre and post season planning in order to anticipate staffing and other operating problems.

The following are general procedures for each calendar season that can be used as guidelines at all of the city's beach facilities. It is important to emphasize that they are general in nature, and certain tasks relating to specific locations are not discussed.

### **Year-Round Operating Tasks - Fall**

- Evaluation and Action Plan
  - In early September, a meeting with year-round personnel should be conducted to discuss the previous season's operation.
  - Planning for the following season's activities, including the targeting of specific objectives, should be conducted.
- Inspection
  - Daily inspection must be accomplished year-round to check for:
    - Erosion
    - Vandalism
    - Anything else that may warrant immediate attention.

## **Fall Operations**

- Facility Maintenance
  - The removal of driftwood and cleaning of the beach should be continued year-round.
  - The following must be disposed of throughout the autumn season:

- Leaves
- Trees
- Branches
- Dead wood

➤ Playgrounds, parking lots, comfort stations and other areas used by the public in the fall season should be maintained.

➤ Sand Control

- To prevent sand displacement and damage to nearby buildings, snow fences should be erected on the beach in late September or early October to trap the wind-blown sand.
- In addition, wind-blown sand should be bulldozed and graded on a regular basis.

➤ Inventories and Replacements

- Immediately after Labor Day, an inventory of all items required for pre-season preparation, i.e. lifeguard towers, rubbish baskets, picnic tables, boardwalk decking, etc., should be taken.
- All orders should be made in the fall to insure adequate supplies on opening day, since there is a significant lag time between requisition and delivery of necessary materials.

➤ Removal of Signs

- Shortly after Labor Day, all seasonal operating signs should be removed, inventoried and stored.
  - In addition, job requests should be submitted for signs to be re-lettered and fabricated in sufficient quantities for the following season.
  - Delivery dates from shops should be requested at this time.

➤ Additional Storage

- All baskets and drums must be removed from the beach, washed and stored.
  - New baskets and drums should be ordered as needed.
- Lifeguard chairs, picnic tables, motorized equipment and tools that are not needed for off-season activities should be stored or returned to the borough following the close of the operating season.
  - Repairs should be requested where necessary.

➤ Winterized Comfort Stations

- At the close of the summer season all Comfort and First Aid Stations, Bathhouses and drinking fountains must be prepared for winter.
- This primarily involves the bleeding of pipes to remove all water in the aforementioned facilities.
  - In addition, all buildings should be secured against vandalism and the elements.
  - This may involve installing wooden barricades on windows and doors.

➤ Lifeguard Equipment

- An inventory of the following goods and equipment should be determined:
  - Uniforms, oxygen cylinders, inhalators, resuscitators, catamarans, stretchers, blankets, and first aid supplies.
- The equipment should be tested and returned with tags indicating any defects to Randall's Island Shops to be repaired, refilled and stored for next season.

➤ Lifeguard Uniforms

- Lifeguards must return their uniforms to their supervisors or otherwise account for all uniforms.
  - Those not returned must be paid for.
- At this time, inventory of uniforms should be taken and replacements ordered.

- The uniforms should be returned to borough storehouses and washed prior to the start of the next season.
- Job Requests
  - Supervisors and the Supervisors of Mechanics should prepare job requests and determine projection dates.
  - These job requests should be reviewed periodically to monitor progress.
- Grounds
  - All lawns must be rehabilitated and mowed and all hedges should be cut.
- Athletic Fields
  - Lay out and mark football and soccer fields and erect goal posts as required.
- Safety Programs
  - At least once each month throughout the year, beach supervisors should conduct instructional programs in safety techniques for all beach personnel.

## **Winter Operations**

- Inspection
  - Daily inspection of the entire facility must be accomplished year-round to check for erosion, vandalism or anything else that may warrant immediate attention.
- Winter Maintenance
  - All indoor maintenance work should be conducted during the winter season.
  - Examples of these duties are:
    - Repair of lifeguard towers, first aid stations, lockers, comfort stations, windows, walls, ceilings, and beach vehicles.
    - Other duties can include painting of building interiors, beach vehicles, baskets and drums.
- Removal of Winter Debris
  - Removal of debris should be a weekly task throughout the winter and spring.
  - This is the biggest of the pre-season jobs, and unless it is made a continuing program, it will not be completed in time for opening.
    - **Whether the beach is ready for opening or not will depend to a large degree upon whether the winter debris has been removed.**
- Facility Maintenance
  - The Barber Rake and other equipment should be utilized to remove small debris from beaches except when covered with snow or frozen.
  - Playgrounds, parking lots, comfort stations and other areas used by the public year-round should be maintained.
- Sand Control
  - The wind-blown sand on the beach must be bulldozed and graded periodically.
  - Sand should be removed from shrub beds unless they are frozen.
- Supplies, Inventories and Replacements
  - A check on the availability of supplies should be made at this time.
  - A check on the status of supply requisitions should also be conducted.
- Safety Program
  - At least once each month throughout the year, beach supervisors should conduct instructional programs in:
    - Safety
    - First aid
    - Proper use of tools and equipment for all beach personnel.

## **Spring / Pre-season Operations**

- Inspection

- Daily inspection of the entire facility must be accomplished year-round to check for erosion, vandalism or anything else that may warrant immediate attention.
- Snow Fence Removal
  - Prior to the commencement of the sand grading work in early spring, the snow fences should be removed and stored until fall if reusable.
- Beach Grading
  - During severe winter weather, wind and water combine to displace the beach sand, resulting in the need to correct erosion problems during the spring months.
    - Where DPR equipment is insufficient for this activity, arrangements should be made for contract grading to begin in April or early May, just prior to the season opening.
- Sand Maintenance.
  - The Barber Rake and other equipment should be used for removal of small debris from the beach, except if prohibited by inclement weather.
- Sand Control
  - Sand that drifts away from the beach area and onto parking fields, promenades and buildings should be removed either manually or with mechanical equipment.
- General Maintenance
  - Remove:
    - Weeds growing through cracks in the pavement.
    - Litter and debris blocking catch basins.
    - Winter debris washed onto the sand area.
  - Repair:
    - Cracked concrete.
    - Damaged playground equipment.
    - Torn fencing.
  - Replace:
    - Missing boardwalk planks.
    - Missing steps.
    - Missing bench slats.
  - Repaint:
    - Playground equipment.
    - Benches.
    - Drinking fountains.
    - Comfort and lifeguard station exteriors.
    - Traffic and parking lines.
    - Signs with worn or illegible lettering.
    - Ship rails.
    - Pipe railing.
  - Prepare:
    - Ballfields and tennis courts.
  - Horticultural Work
    - Flowerbeds should be prepared for planting at this time.
    - Lawn areas should be fertilized, limed and seeded where needed.
  - Planning and Review
    - Beach supervisors should begin planning summer maintenance assignments based upon anticipated staffing levels.
    - Management and Administrative Personnel to determine probable seasonal manpower allocations.
- General Maintenance

- At least one month prior to the opening of the summer beach season, meetings with the A.P.R.M., the Foreman of Mechanics and the Supervisor of Auto Mechanics should begin to review all pending and incomplete job requests; i.e:
  - Major repair and rehabilitation of comfort stations, bathhouses and drinking fountains.
  - Paint and repair of signs.
  - Repair or reconstruction of lifeguard towers.
  - Re-mark lines for playgrounds, parking lots, etc.
  - Repairs to vehicles and equipment.
- Planning and Review
  - This review of repair activities is essential to insuring completion of priority work projects before opening day.
    - At the very least, comfort stations, bathhouses and drinking fountains should be in useable condition at that time.
- Replacement and Return of Materials to the beach
  - Prior to the season's opening, return or replace:
    - Lifeguard towers, picnic tables, baskets, refurbished signs and chairs.
    - Grass-cutting and motorized equipment.
    - Cleaning supplies and horticultural items.
    - Lifeguard uniforms and first aid equipment.
- Garbage Removal
  - Litter in receptacles as well as scattered litter should be removed from the beach, boardwalk, and all other areas.
- Sand Cleaning
  - Paper and other refuse left on the beach must be removed. Sanitizers and Barber Rakes should be used to remove small debris from the sand.
- Inspection
  - Daily inspection of the entire facility must be accomplished year-round to check for erosion, vandalism or anything else that may warrant immediate attention
- Personnel
  - All new personnel should be organized into crews or slated for specific positions after indoctrination and on-the-job training.

## **Summer Operations**

- Inspection
  - Daily inspection of the entire facility must be accomplished year-round to check for erosion, vandalism or anything else that may warrant immediate attention
- Personnel
  - All new personnel should be organized into crews or slated for specific positions after indoctrination and on-the-job training.
- Shore-line Cleaning
  - Driftwood, straw and other debris from the shoreline must be removed.
- Boardwalk Maintenance
  - Sand on boardwalk steps, ramps and paths should be swept and removed when necessary
- Other Areas
  - Playgrounds, parking fields, shrub beds, lawns and other areas should be cleaned as needed.
  - Clean comfort stations, first aid rooms and bathhouses.
  - Make routine inspections of comfort stations to identify any non-functioning equipment.

- Sand Control
  - The beach should be graded or leveled as needed.
- Basket Arrangements
  - Baskets should be arranged on the beach in orderly patterns.
- Horticulture
  - Flower beds and lawns should be weeded, watered and mowed as needed. In addition, hedges should be trimmed and cut.
- Vandalism
  - Replacement for vandalized equipment should be acquired throughout the summer season.
- Lifeguards
- A meeting should be held with the Lifeguard Coordinator to help plan and coordinate all lifeguard services.
- All uniforms should be issued to guards and the Lifeguard Coordinator should maintain records of all issues.
- Summer Operations
- Police Enforcement
- A meeting should be held with the Police Captain of the local precinct(s) to discuss police coverage.
- Concessions
- Supervisors should inspect concessions throughout the operating season so that unsanitary or unhealthy conditions are avoided.
- Safety Programs
- At least once each month, beach supervisors should conduct instructional programs in safety, first aid and proper use of tools and equipment for all beach staff.

## Indicator Lamps – Driver Actions

### Parked Regeneration Procedure

The engine should be fully warmed up (coolant temperature above 185F)

Engine must be at slow idle (can not be in Fast Idle or PTO Mode)

Transmission must be set to neutral (cycle out of neutral and then back into neutral)

Set the park brake (cycle the park brake OFF to ON)

Press and release the clutch pedal (if configured)

Hold the DPF Switch to the ON position for five (5) seconds and release (engine speed will increase and DPF Lamp will go out)



Initiate/Cancel Regeneration

The regeneration will take approximately 20-40 min.

The regeneration is complete when the engine returns to low idle and the DPF lamp remains off.

If the DPF lamp comes back on the regeneration failed. (Contact the Customer Support Center)

To Cancel a Parked Regeneration hold the DPF Switch to the ON position for five (5) seconds and release.

A Parked Regeneration will stop if the key is turned to the off position, the truck is put into gear or the parking brake is released.

INDICATOR LAMP	DESCRIPTION	DRIVER ACTION
High Exhaust System Temperature Lamp (HEST) 	Indicates that exhaust temperature is above a preset limit and the unit is operating at low vehicle speed.	No change in driving style is required.
Malfunction Indicator Lamp (MIL) 	Indicates a failure of an Emission Control device. May illuminate at the same time as the Check Engine Lamp.	Vehicle can be driven to end of the shift. Call for service.
DPF Regeneration Lamp 	If solid yellow, indicates that a regeneration may be needed. If flashing yellow, indicates that a regeneration is required as soon as possible.	Bring vehicle to highway speeds to allow for an Automatic Regeneration or perform a Parked Regeneration.
DPF Regeneration Lamp + Check Engine Lamp FLASHING	Indicates that a Parked Regeneration or Service Regeneration <u>must</u> be performed.	Vehicle <u>must</u> be parked and Parked Regeneration or Service Regeneration must be performed. <b>ENGINE DERATE</b>
DPF Regeneration Lamp + Check Engine Lamp + Stop Engine Lamp FLASHING	Indicates that a Parked Regeneration or Service Regeneration <u>must</u> be performed.	Vehicle <u>must</u> be parked and Parked Regeneration or Service Regeneration must be performed. <b>ENGINE SHUTDOWN</b>

Detroit Diesel Customer Support Center: 313-592-5800

## Regeneration Process – Engine Indicator Lamps



Bring vehicle to highway speeds to allow for an Automatic Regeneration  
OR Perform a Parked Regeneration.



Bring vehicle to highway speeds to allow for an Automatic Regeneration  
OR Perform a Parked Regeneration as soon as possible.



Vehicle must be parked and a Parked Regeneration OR Service Regeneration must be performed.  
**PARKED REGENERATION REQUIRED – ENGINE DERATE**



Vehicle must be parked and a Parked Regeneration OR Service Regeneration must be performed.  
**PARKED REGENERATION REQUIRED – ENGINE SHUTDOWN**

FLASHING

## Packer Operation and Waste Removal Reminders

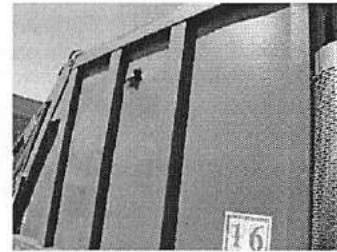


Packers and container trucks are our main tool for removing waste and debris from park spaces. Please use care when loading and unloading these trucks.

- YOU MUST CLEAN OUT ALL PACKERS BEFORE BRINGING THEM IN FOR SERVICING. THE MECHANICS WILL NOT CLEAN THE PACKERS FOR YOU.

### Do not put these items for crushing into packers:

- Refrigerators
- Burning leaves or any enflamed item
- Construction debris such as concrete or asphalt. Only appropriate containers may be used to transport these items.
- Barrels or tires.
- Any extremely large or heavy object that may be too large for the equipment to handle
- Flammable or explosive materials
- Large metal items. These can not only damage the packer but all metal is recycled through the garages. *The picture shown here is of a metal sign post that pierced a new packer.*
- Oil paint or any paint can that still contains wet paint must not be placed in the packer. Empty paint cans may be placed in packers. Make sure the lid is off and the paint is dry. If there is excess remaining paint and waste oil to be disposed, do not place it with regular garbage. Contact the Health & Safety Office or 5-Boro who will arrange for a contract vendor to remove the paint or oil.
- Natural debris such as rocks, stones, dirt, or leaves. **Natural debris should not be disposed of for a fee at our waste vendors.**



## Vehicle Operation

- Make sure there are no obstructions or people in your path.
- Check tires for proper inflation. Check to confirm hazard lights are working properly.
- Do not hang tools between the cab and the hopper.
- Do not place any type of debris between the cab and the hopper.
- Adjust all mirrors properly, so that all sides of the packer can be seen.
- Make sure tracks are clean and greased for easier usage. Do not grease polysides.
- Never push anything with the unit.
- Make sure PTO (power take-off) switches are turned to off position after cycling garbage.

## Safety

- Take precaution when leaving curb.
- Wear your seatbelt.
- Be aware of surrounding environment.
- All doors and rear tailgate should be closed and in latch position.
- Do not let anyone ride on the steps of the unit.
- Keep hands and body clear of packing blades.
- Stand to the side of hopper when separating packing blades.

## 4x4 Vehicle Operators

If you are operating a 4x4, remember these basic rules:

- **NEVER** use 4-Wheel Drive when driving on the highway, or any other asphalt or paved area.
- **AVOID** driving over curbs, bumps, and potholes unless absolutely necessary.
- **ONLY** use 4-Wheel drive when driving on soft terrain such as beaches or fields. Please use extreme caution when driving in such areas.
- If you aren't sure how to switch the 4-Wheel Drive off and on, please don't experiment - call your garage or call us at **(212) 410-8317**.
- Please take care of your vehicle. Thanks.

## Beach King Operators

### Prior to Operation:

- Inspect the vehicle for any visible damage.
- **Make sure equipment is properly lubricated. Wipe off excess lubrication.**

### During Operation:

- Be aware of drive shaft to hitch clearance.
- Make sure tow tractor tires do not make contact with Beach King.
- Keep Beach King fully raised when turning.
- Be prepared for encountering hidden obstacles that can bring the machine to an abrupt stop.
- **Always be aware of people and obstacles. If you cannot clearly see all around the machine, stop and make sure nothing is in the way.**

### Post-Operation:

- Lock brakes and lower Beach King to ground.
- Hose and wipe down equipment.
- Make sure Beach King is cleaned out.
- **Report any visible or mechanical damage to mechanics.**

## A. Vehicle Safety Guidelines

### Getting Started

- Below are some common fleet related terms that you should know:

CDL: Commercial Driver's License

CNG: Compressed Natural Gas

DMV: Department of Motor Vehicles

GVW: Gross Vehicle Weight

MVI: Motor Vehicle Inspection

O/S: Out of Service

PMI: Preventive Maintenance Inspection

Trip Ticket: The green forms filled out by every employee who drives a Parks vehicle.

- No employee may operate a Parks vehicle without going through an on-the-road Driver's Safety Review and without signing for our Vehicle Safety Procedures.
- When these are complete, and your license information is checked, you will be placed on Parks "Authorized Driver's List".
- All employees should review and sign that they fully understand Regulations for Operating and Using Parks Vehicles.
- A copy of the "Basic Training for Operating Parks Vehicles" must be kept in every vehicle. Training manuals are also available on the Parks intranet.

### Steps

#### Rules for Driving Parks Vehicles:

- Have your valid license with you at all times when driving a parks vehicle.
- Obey all vehicle and traffic laws and regulations.
- Only operate Parks vehicles inside Parks if you have been authorized to do so and it is absolutely necessary.
- Report any collision or vehicle incident immediately. Notify your supervisor, Central Communications and NYPD when it is with another vehicle.
- Accident procedures and forms are in the Basic Training package and on the Parks intranet.
- Fill out a trip ticket for all uses of a Parks vehicle, noting each stop you make.
- Wear a seatbelt whenever the vehicle is in operation.
- Keep the vehicle clean. Never remove the official vehicle markings.
- Never use a vehicle for non-official purposes
- Never commute with a vehicle without official authorization.

- Never make a duplicate set of keys without official authorization.
- Never abandon a Parks vehicle unless you are in physical danger.
- Never operate a Parks vehicle with an expired inspection (MVI) sticker.
- Equipment operation can be noisy and disruptive to residences.
- Except in emergencies or special events, avoid using heavy construction equipment near residential areas before 7am or after 6pm.

#### Perform a Pre-trip Inspection

- Always perform a pre-trip inspection before operating a Parks car.
- Fill out the Pre-trip portion of the Daily trip ticket.
- Details on how to perform a pre-trip inspection are available in the "Basic Training for Operating Parks Vehicles" package and on the Parks intranet.
- This package should be in your vehicle.
- At the end of the trip, complete a post-trip inspection, using the trip ticket as a guide.

#### Drive safely at all Times

- Always prioritize the safety of the public and Parks staff when operating Parks vehicles or equipment.
- Think safety at all times.
- Report all mechanical issues to your supervisor and to your borough dispatch garage immediately.
- Parks has 6 in-house repair garages and also uses vendors to repair vehicles.
- Make sure to explain and write your vehicle problem(s) clearly for garage staff.*
- You can request a receipt to explain what was done.
- Only garage supervisors may authorize repair work.
  
- All appointments for vehicle MVIs or PMIs must be kept. Notify your borough Project Manager or Supervisor of Mechanics if you cannot make a scheduled appointment.
- Know your route before leaving for a trip.
- Don't drive while using a cell phone, including a hands-free kit.
- Keep both hands on the wheel at all times.
- Do not drink, write, smoke, or eat while driving.
- Radios must be on low, if at all, while driving.
- Secure all items before starting a vehicle.
- Maintain a safe distance, a minimum of three seconds, behind other vehicles while in traffic.
- Secure all vehicles when parking including using parking brake, and locking doors and windows.
  
- Never operate on an open lawn, playground, ballfield or other active use area unless you have a dedicated guide for your vehicle. The guide must be outside the vehicle.*
- Always use a guide when reversing.
- Obey all traffic lights, even on closed park roads.
- Obey a 5 mph speed limit on pedestrian drives and a 15 mph speed limit on park drives.
- Always use your flashers when operating within park paths or areas.
- If your vehicle has ABS brakes, never pump the brakes. Hold the brake pedal down.
  
- Pumping vehicles without ABS brakes can be helpful if the wheels lock up when braking quickly.

## **Parks & Recreation Press Policy**

### **1. Statements on Behalf of the Agency**

The Parks Press Office has been designated as *the NYC Department of Parks & Recreation's* principal avenue of communication with the media and the public. No employee, except an employee designated to do so by the Parks Press Office, the Assistant Commissioner, Communications, or the Commissioner, may hold himself or herself out as expressing the views of the agency. An employee receiving an inquiry from the media seeking a statement on behalf of the agency or a statement by an employee in his or her official capacity should refer the inquiry to the Parks Press Office.

### **2. Employee Statements in Their Personal Capacities**

Any employee who is invited to or intends to make a statement to a governmental agency, private organization or the media in his or her personal capacity regarding Department policies or operations shall communicate to his or her audience that the statement is **not being made in the employee's official capacity** and that such statement represents **solely the employee's opinions and does not necessarily represent the position of the NYC Department of Parks & Recreation**. Such statement, whether written or oral, shall be made on the employee's **own time** and not on **City time**. Any agency employee who is invited to or intends to speak to a governmental agency, private organization or the media in his or her personal capacity is encouraged to contact the Parks Press Office for advice or to request background or other information on the subject matter at issue.

### **3. Statements that Disclose Confidential Information**

Employees who make statements that disclose confidential information, including but not limited to information relating to non-final agency policies, specific projects and procedures, opinions and discussions by or about personnel, security precautions, and other information protected from disclosure by law, may be subject to disciplinary action. Employees are encouraged to consult with the Press Office for guidance with respect to whether a statement might disclose confidential information.

### **4. Statements that are disruptive to the operations of the agency**

Employees who make statements that are disruptive to the operations of the agency may be subject to disciplinary action.

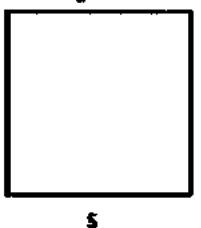
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Please contact the Press Office at 212.360.1311 or [pressoffice@parks.nyc.gov](mailto:pressoffice@parks.nyc.gov) if you have any questions.

## Area and Volume Formulas

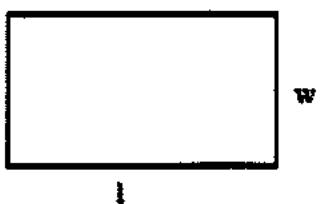
### Areas of Plane Figures

*Square*



$$A = s^2$$

*Rectangle*



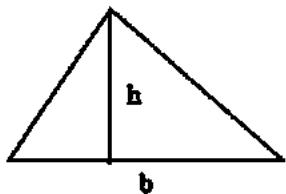
$$A = l \cdot w$$

*Parallelogram*



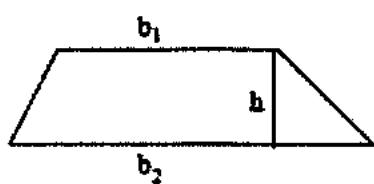
$$A = b \cdot h$$

*Triangle*



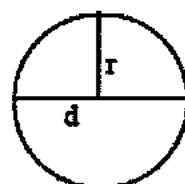
$$A = \frac{1}{2} b \cdot h$$

*Trapezoid*



$$A = \frac{1}{2} (b_1 + b_2) \cdot h$$

*Circle*

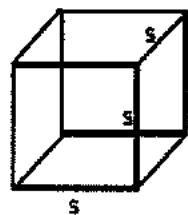


$$A = \pi r^2 \quad (\pi \approx 3.14 \text{ or } \pi)$$

Circumference:  $C = 2\pi r = \pi d$

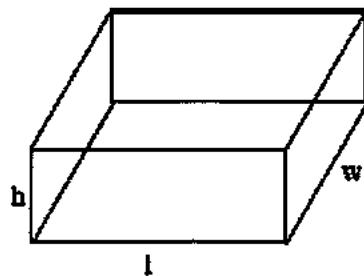
### Volumes of Solid Figures

*Cube*



$$V = s^3$$

*Rectangular Solid*

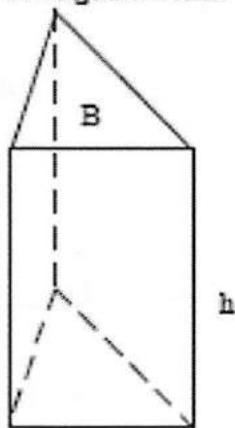


$$V = l \cdot w \cdot h$$

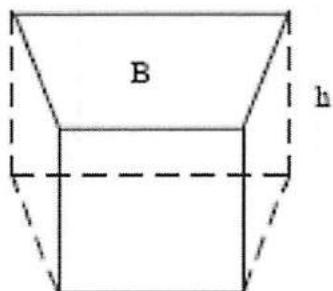
$$\text{Surface Area} = 2(l \cdot w) + 2(l \cdot h) + 2(w \cdot h)$$

*Prism*

*Triangular Prism*



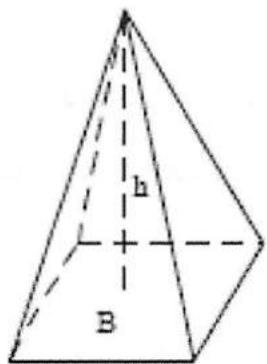
*Trapezoidal Prism*



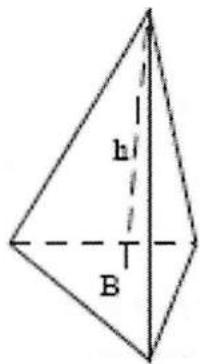
$$V = B \cdot h, \text{ where } B = \text{area of base}$$

*Pyramid*

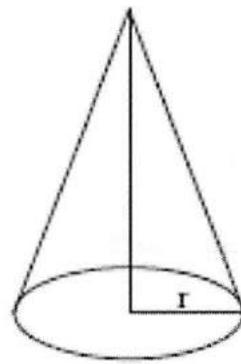
Rectangular Pyramid



Triangular Pyramid



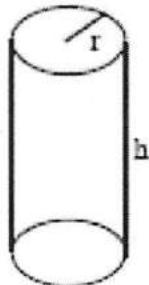
*Cone*



$$V = \frac{1}{3} B \cdot h, \text{ where } B = \text{area of base}$$

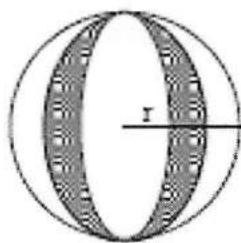
$$V = \frac{1}{3} \pi r^2 h$$

*Cylinder*



$$V = \pi r^2 h$$

*Sphere*



$$V = \frac{4}{3} \pi r^3$$

# Horticulture

## The Urban Landscape

- **GREEN RESOURCES**
  - 38% of acreage of NYC
  - 78,095 acres tree, grass, or soil coverage
  - 5.2 million trees
- **GRAY RESOURCES**
  - 62% of acreage of NYC
  - 126,729 acres of buildings and other paved and impervious surfaces
  - 6,375 miles of roadway

## Ornamental Gardens

- Hundreds throughout the city, more each year.
- Some designed by Parks landscape architects and planted by contractor. These sites are maintained by the contractors for the first two years, then by gardeners.
- Some designed, planted, and maintained exclusively by Parks Gardeners.
- Gardens are designed for maximum flower, foliage and form throughout the year.
- Ornamental trees, shrubs, flowers: many grown in Parks' greenhouses and nurseries.

## Annual Beds

- A constant succession of bloom for high visibility sites.
- High maintenance
- The Daffodil Project
- 10,000 volunteers came to 1,000 parks to plant daffodil bulbs as a living memorial for those who died in the September 11 attacks.  
1 million bulbs were donated by B & K Bulbs and the City of Rotterdam.
- Each spring, the city is awash in yellow daffodils, which is the color of remembrance.

## Greenstreets

Over 2000 paved, unused street properties, such as triangles and medians have been transformed into garden-like spaces filled with shade and flowering trees and shrubs.

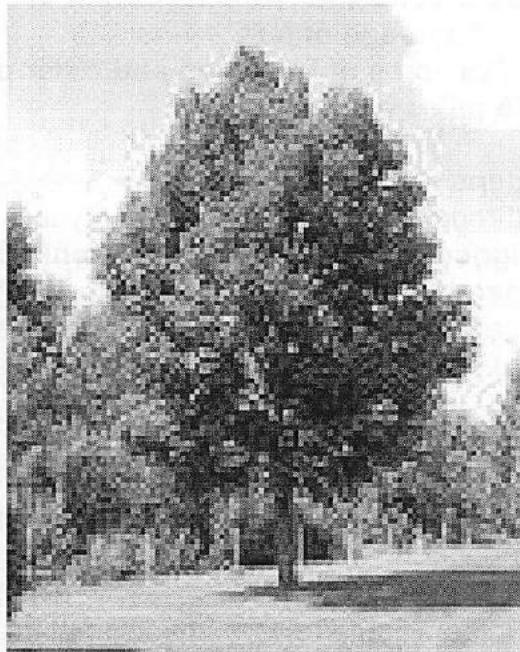
They promote landscape and community revitalization. Plants chosen are tolerant of urban environmental stresses (such as drought, soil compaction, and pollution), and have low maintenance requirements.



## 2005 Street Tree Census

**Number of street trees in NYC : 592,130** which represents an increase over previous count: 93,000

**Most common street tree: London planetree (*platanus x acerifolia*)**  
**Runner-up: Norway maple (*acer platanoides*)**



## GreenRoofs

A “green roof” also known as an “eco-roof” and a “roof garden” is a living surface plants in a layer of soil on top of a roof .

- Benefits of green Roofs:
  - Reduce “heat island” effect
  - Lower rates of heat-related cardiovascular illness
  - Lower air conditioning costs, reduce storm water runoff
  - Double the life span of a roof
  - Improve aesthetics
  - Reduce pollution
  - Increase habitat for songbirds, butterflies and other wild animals

**MillionTreesNYC** is a city-wide, public-private program with an ambitious goal: to plant and care for one million new trees across the five boroughs over the next decade.

By planting one million trees New York City will increase its street trees, park trees and trees on public, private and commercial land by 20%.

The City of New York will plant 60% of trees in parks and other public spaces; 40% from private organizations, homeowners and community organizations.

Parks (street trees):	220,000
Parks (reforestation), other agencies	380,000
Private Partners:	400,000
Grand Total:	1 Million New Trees

### **The Value of Plants**

- they make their own food, and they make our food
- food and shelter for wildlife
- they filter the air
- they're beautiful
- they're historic, awe-inspiring
- we use them as memorials
- we use them for medicine and other things
- they provide shade
- they provide oxygen

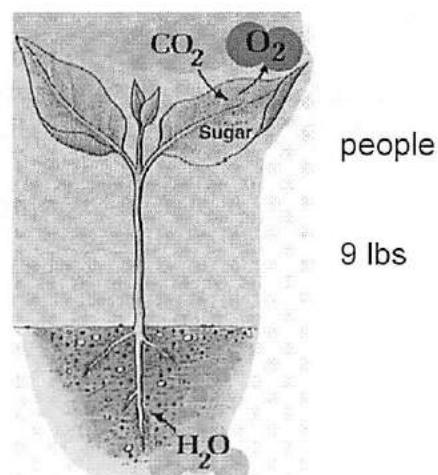
### **Challenges for plants and trees in the city**

- soil erosion and compaction
- salt, litter, urine, air and oil pollution
- vandalism
- vehicle, construction, and storm damage
- drought
- power lines

### **Botany Basics**

1 acre of trees generates enough oxygen each day for 18 people  
Trees remove particulates from the air.

In one urban park, trees removed daily: 48 lbs of particulates, nitrogen dioxide, 6 lbs sulfur dioxide, 0.5 lbs carbon monoxide



## Plants make their own food

- Photosynthesis
  - The formation of carbohydrates in the chlorophyll-containing tissues of plants exposed to light.
- Chlorophyll
  - A green substance which gives leaves their color. Chlorophyll absorbs energy from sunlight which a plant uses to make food.
- Chloroplast
  - A plastid that contains chlorophyll and is the site where photosynthesis and starch formation occur.
- Stomata
  - A very small hole in the surface of a leaf. Oxygen and carbon dioxide from the air enter through the stomata; oxygen, carbon dioxide and water vapor leave through the stomata.

## Making food

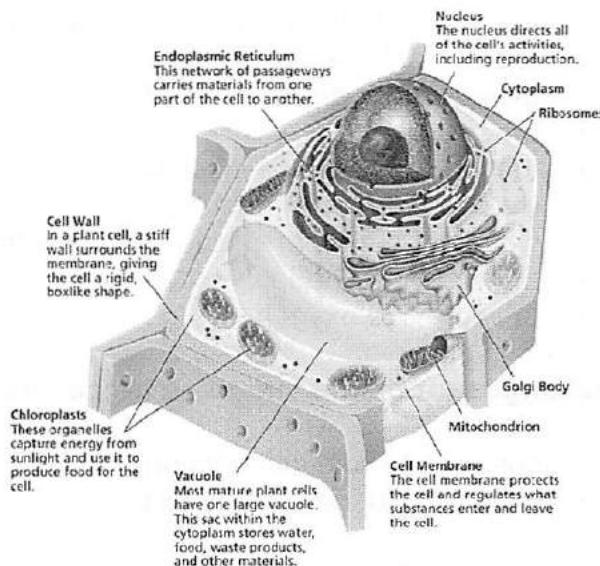
Green plants are the only living things which can make their own food.

This process is called photosynthesis.

### Making food

Leaves are green in colour because they contain chlorophyll.

Chlorophyll is needed in photosynthesis.



## Photosynthesis

**Photo** means light and **synthesis** means put together.

Photosynthesis is how plants use light and water to make sugar.

- Sugar is created in the green parts of a plant and every animal on earth depends on it.

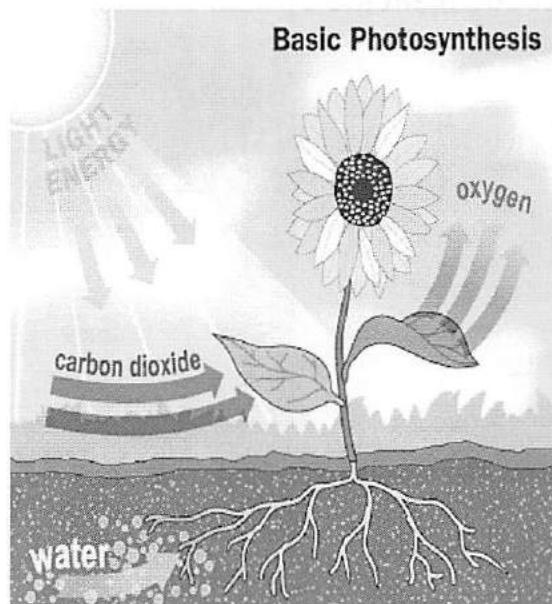
## What does the plant need ?

- For photosynthesis to take place a plant needs :
- Carbon dioxide from the air
- Light from the sun
- Water from the rain
- Chlorophyll from the leaves

When the plant has all of these photosynthesis can take place.

The plant produces sugar and oxygen.

A closer look at photosynthesis

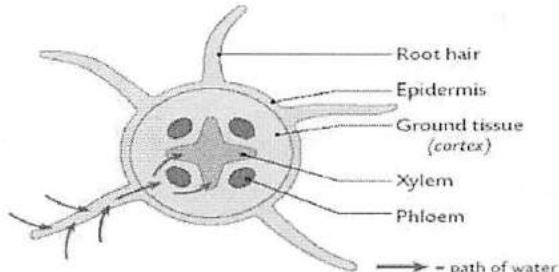


## Plant plumbing

Water and minerals enter the plant through the roots

Then they go up through little tubes called xylem in the plant stem

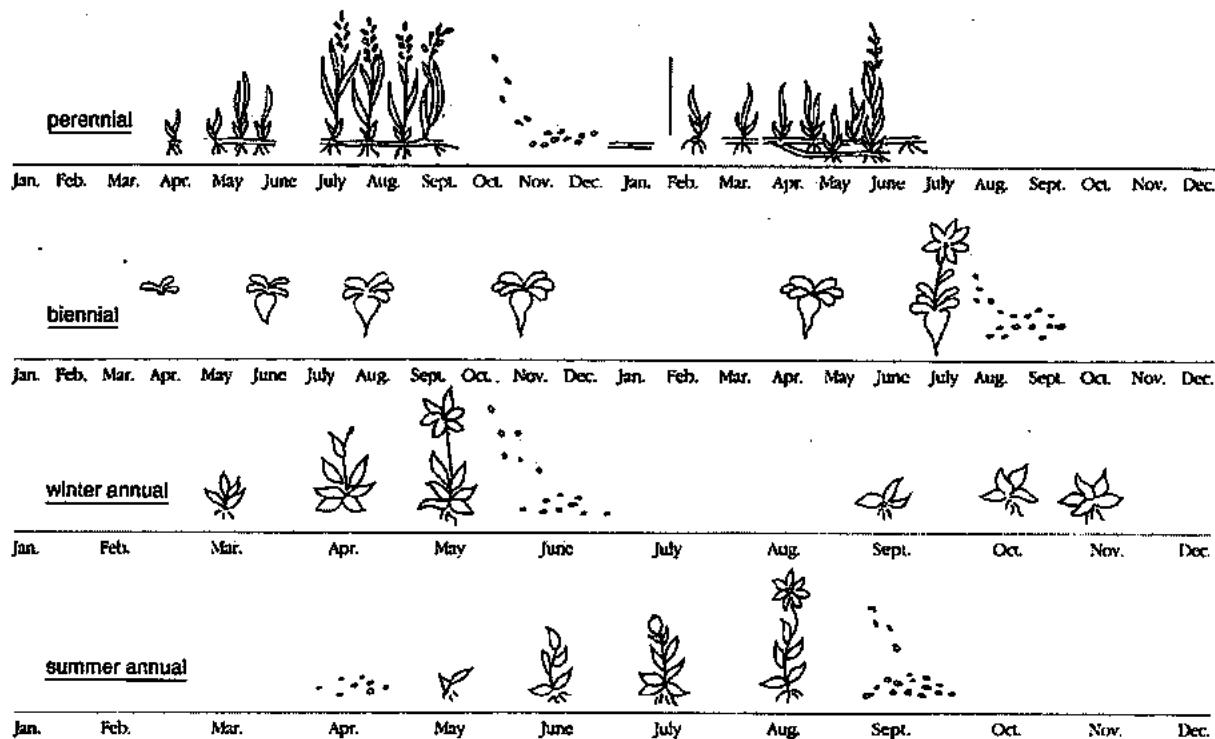
Food is transported through tiny tubes in the stem called phloem



## Botany Basics

	<u>Herbaceous</u>	<u>Woody</u>
<b><u>Annual</u></b> lives for one year	Some vines some grasses many garden flowering plants many weeds	
<b><u>Biennial</u></b> lives for two years	some garden flowering plants some weeds	
<b><u>Perennial</u></b> lives for three or more years	Some vines some grasses many garden flowering plants many weeds some groundcovers	Shrub: shorter than 20 feet, with multiple stems Tree: typically taller than 20 feet with a single stem. some vines some groundcovers <b>EVERGREEN/DECIDUOUS</b>

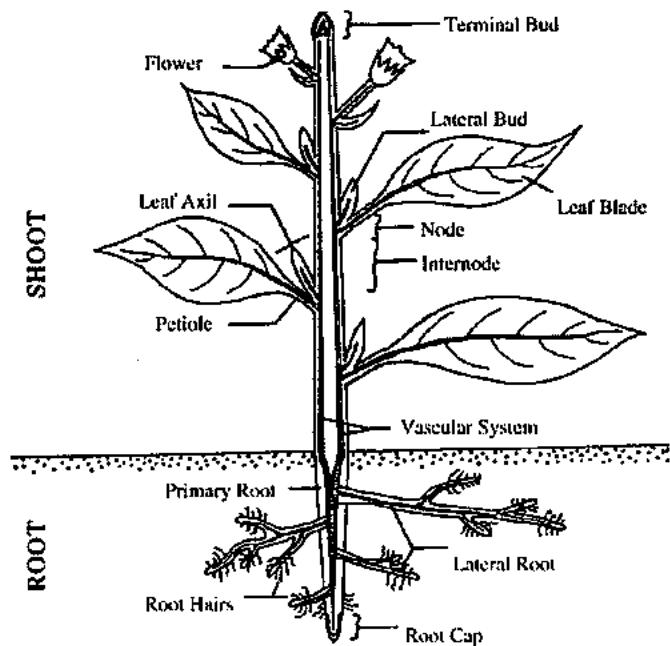
## Herbaceous plant life-cycles: annual vs. perennial



12. Life cycles (Cornell Cooperative Extension Bulletin, *Weed Control for the Home Garden*)

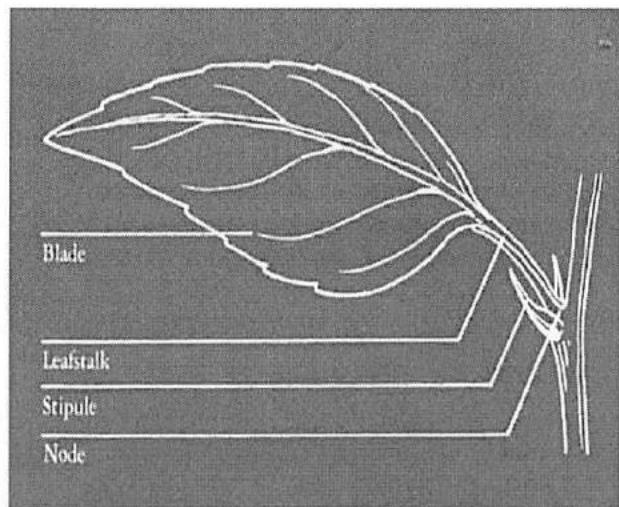
## Plant Parts

### Principal Parts of a Vascular Plant



## Leaves

- Site of most photosynthesis.
- There's a bud at the base.
  - **Blade:** The broad, flat part of a leaf
  - **Petiole**
  - **Node:** The point on a shoot where a leaf, flower, or bud attached
  - **Stomata**



of a  
is

## MOST COMMON STREET TREES

<b>MOST COMMON</b>	<b>Norway Maple</b>  3-6" ACPL	<b>Red Maple</b>  3-4" ACRU	<b>Silver Maple</b>  4-6" ACSA1	<b>Green Ash</b>  8-12" FRPE	<b>Honeylocust</b>  often doubly compound 4-8" GLTR
	<b>Littleleaf Linden</b>  1-3" TICO	<b>Callery Pear</b>  1.5-3" PYCA	<b>Pin Oak</b>  3-5" QUPA	<b>London Planetree</b>  5-10" PLAC	<b>Ginkgo</b>  spur-like twigs 3-4" GIBI

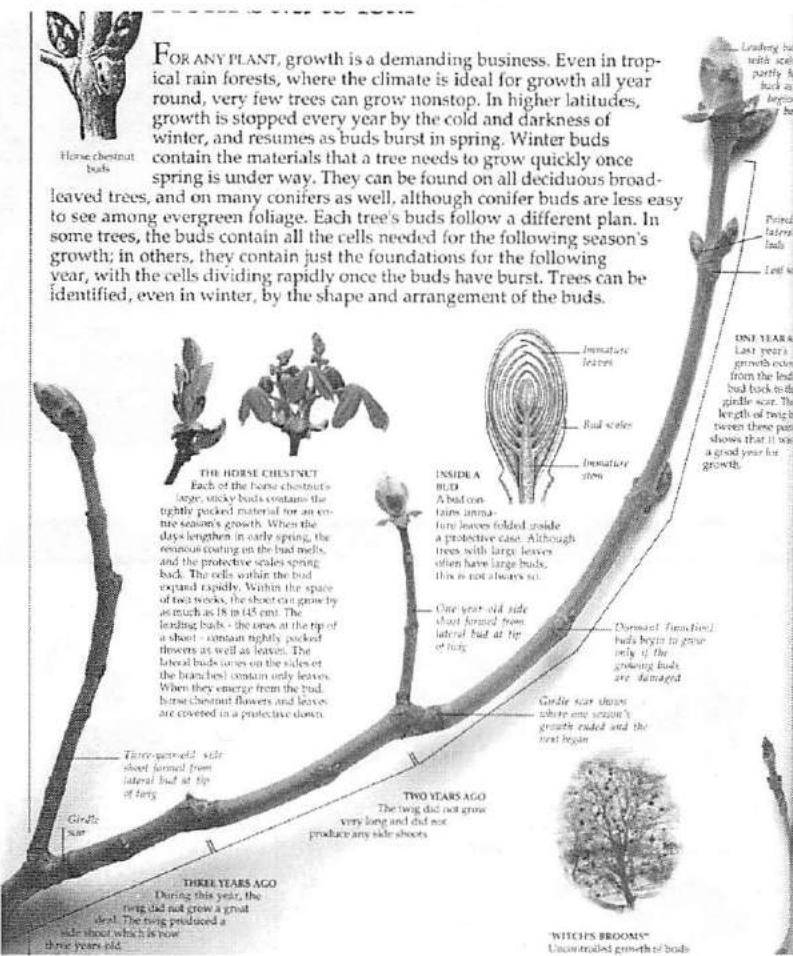
## Stems

- support
- Herbaceous stems use turgor pressure
- Woody stems develop wood, which are old, dead plant cells whose cell walls have turned to lignin
- site of buds for leaves, flowers, fruits
- elevate leaves in their quest for sunlight

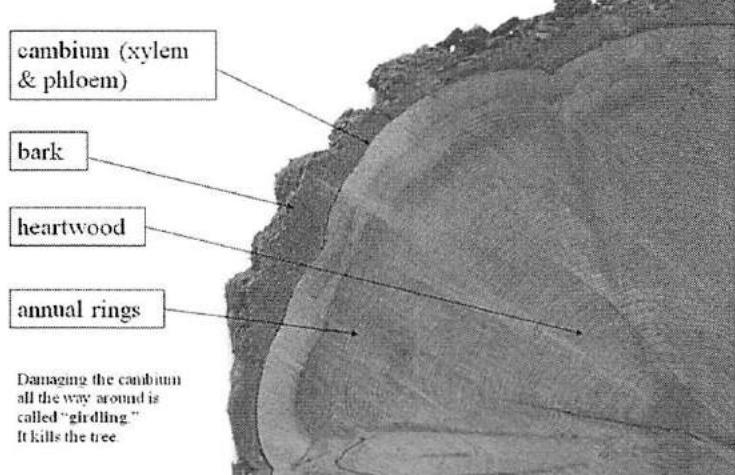
Woody Plants are perennial. Each growing season they grow new shoots from the tips, and the branches and trunk grow in girth.

### transport: vascular tissue

- xylem and phloem
  - xylem brings water and nutrients up
  - phloem sends food down
- Herbaceous stems have vascular bundles.
- Woody stems have vascular rings.
  - Only living part just under bark.



### Woody stem: tree trunk

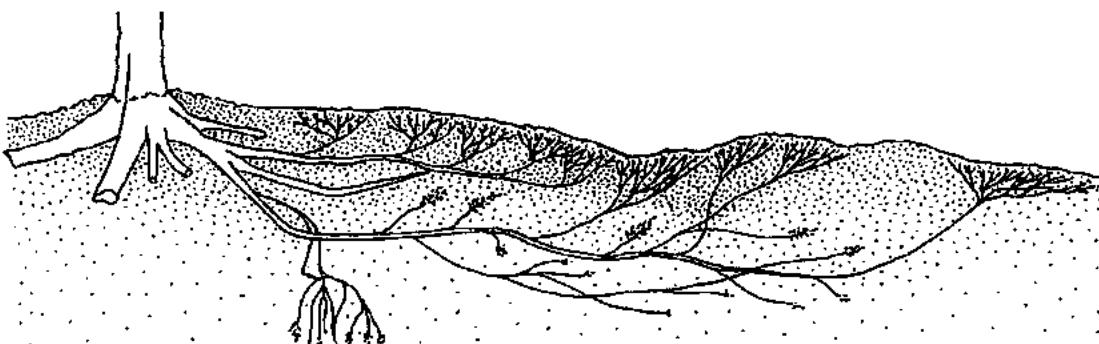


## Roots

- Anchor plant, take in nutrients, exchange gases (oxygen), store food.
- **Root hairs** are responsible for absorbing water and nutrients.
- Most often damaged in transplanting.
- **Herbaceous plants:**
- **Fibrous roots**
- masses of small, thin roots, on many perennials & grasses.
- large surface area (holds more roots hairs), hold soil in place vs. erosion.
- **Taproots**
  - one long, thick root
  - Biennials have pronounced tap roots.
- optimum food storage (carrots, etc.)
- **Woody plants:**
  - Structural roots
  - absorbing roots

## Tree Roots

- usually grow within 12-18" of the surface: not very deep
- absorbing roots: may be found great distance from tree, wherever they can find water; not necessarily symmetrical.
- structural roots: if damaged, tree may blow over in storm



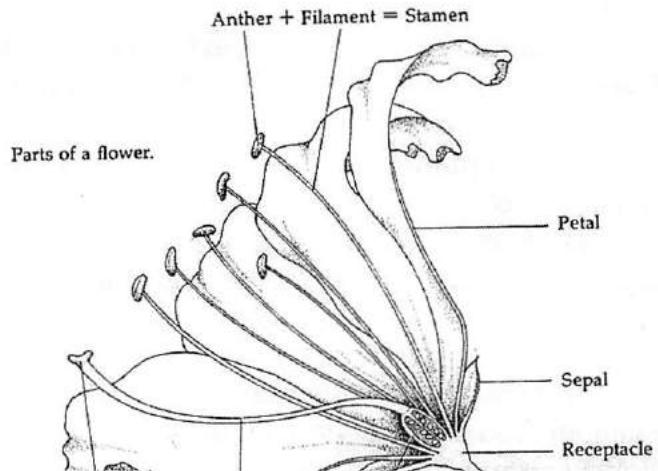
## Plant parts: Reproduction

- **Sexual:**
  - By spore:
    - ferns, mosses, algae produce 'em
  - By seed:
    - sexual - usually produces genetic variation
  - cones and flowers do it
  - requires a male part and a female part on a...
    - flower: a perfect flower has male and female parts
    - plant: monoecious: male flowers and female flowers on one plant
    - two plants: dioecious: a male plant and a female plant
  - cross-pollination: wind, birds, bees, bats
  - propagating from seed
- **Asexual**
  - vegetative reproduction - new plant is clone of old plant
  - new sprouts spring up from roots
  - a cutting can take root and become new plant

## Flowers

Sexual parts of flowering plants.

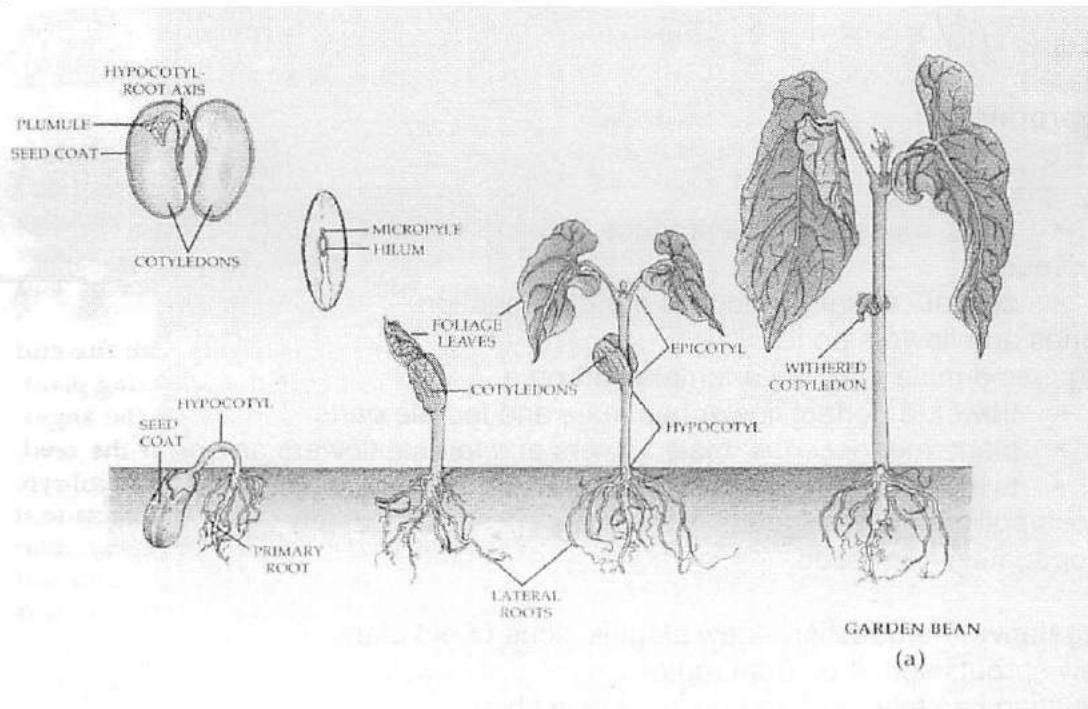
- Male & female parts produce ovules & pollen to make seeds.
- Seeds are very hardy.
  - Some can last decades.
- Attract pollinators with shape, color, fragrance, even by mimicking an insect of the opposite sex.



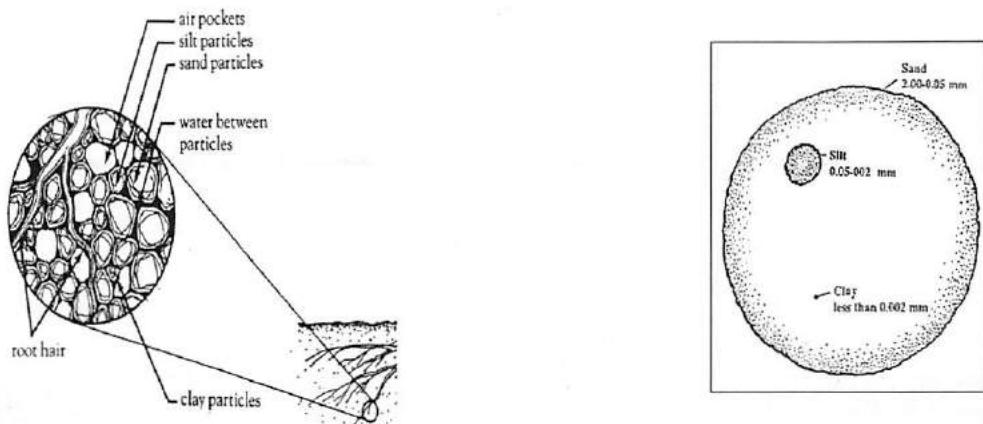
## Fruits - Seed receptacles.

- Mature ovaries.
- Some are edible, some not.
- There are many different kinds seed dispersal.

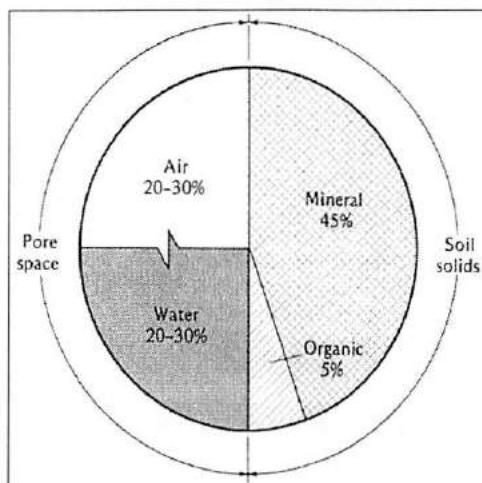
## Seed



## Soil



## Components of Soil



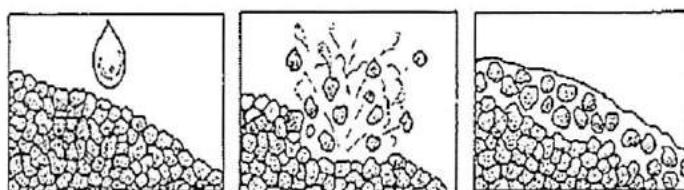
## Soil Problems

### Compaction

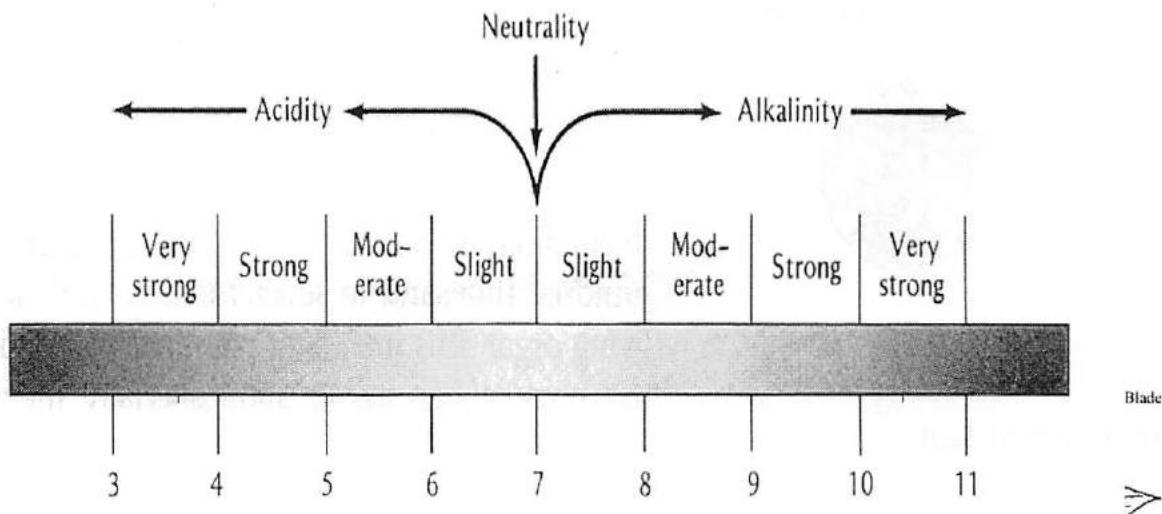
- When people walk or trucks drive on unpaved surfaces in parks, it compacts the soil.
- When soil is compact there is no air or water - and roots cannot push their way through.
- Living things can't survive, either: insects, worms, fungi, bacteria.
- Once compacted, soil can only be loosened by aeration: rototiller, air-spade, TerraVent.
- Some plants can tolerate mild compaction.

### Erosion

- Water running down bare slopes carries away huge amounts of topsoil.
- Gardeners plant trees, shrubs, or groundcover to hold soil in place. Jute mesh helps on steep slopes.
- Natural leaf litter helps prevent erosion!

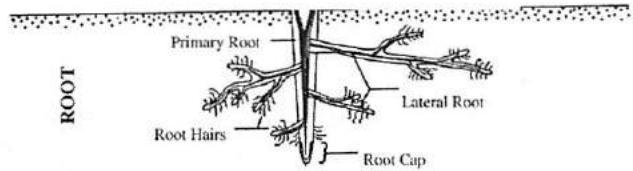


## Soil pH



## Plant Growth

- Requires soil nutrients.
- Plants grow from tips of shoots, roots: apical buds.
- Woody plants also increase in girth along stems, roots.
- Tree branches do not 'rise along trunk' as they grow.
- Hormones stimulate growth.
- When a tip is damaged, hormones direct lateral buds to grow.
- The more severely something is injured, the more it will "try" to grow back.
- Apical dominance (pruning).



## Plant Processes

- photosynthesis
- respiration
- transpiration
- growth
- reproduction

## Plant Care

Water is the number one limiting factor in plant growth in urban environments.

- **All Greenstreets are watered at least once a week from March through October.**
- **Trees should receive at least 20 gallons of water per week.**
- **Shrubs should receive at least 10 gallons of water per week (variable with size).**
- **Tree Gators should be filled weekly.**
- Water should be applied at the base of the plants, foliar watering can lead to mildews and sun scald.
- Use low water pressure so as not to disturb soil.
- Slow, thorough waterings allow for even distribution of water to the plant roots.
- Greenstreets water is supplied by watering trucks and fire hydrants.

### **Morning is best.**

- **Water slowly, allowing water to seep into soil.**
- Deep watering encourages deep roots.
- **An inch of water a week, depending on rainfall.**
  - 15-20 gallons for a street tree.
- **Things you can do to conserve water:**
  - Hydrogels, tree-gators (homemade ones, too)
  - proper plant selection
  - Compost, Mulch

### **Slow leak at plant base.**

- Do not spray from above.
- Infrequent and deep, not frequent and shallow
- Shallow watering encourages roots to stay near top of soil: plant will be more susceptible to drought.
- **Morning best, heat of the day okay, night bad**
- **Water saving technologies**
  - Hydrogels
  - tree-gators (homemade ones, too)
  - planting drought-tolerant plants (from arid regions)

## Weeding

Weeds compete with plants for vital resources including light, soil space, water, nutrients, and minerals and obscure the aesthetic qualities of plants.

Both planting beds and sidewalks should be weeded.

- Preventing weed growth:
  - Mulch.
  - Lightly rake mulch frequently to disturb weed seedlings.
  - Pre-emergent herbicides.
- Removing established weeds
  - Get them while they're young. Grasp them near the base of the stem, try to get the whole root.
  - Know your weeds. Don't pull the wrong plants.
  - Weed-whackers, lawn mowers: stay away from tree trunks - you'll girdle them! Hand pull the weeds closest to the tree bark.
  - Post-emergent herbicides.

## Removing Litter

- Litter blocks light from plants and pollutes soils.
- Litter is unsightly and detracts from the aesthetic appeal of horticulture sites.
- Use stabbers to pick up all litter.
- All litter, including fecal matter, must be removed from the site.
- If picking up litter manually, be sure to wear thick work gloves.
- If using a rake to gather litter, make sure to replace any displaced mulch.
- Any mulch on the sidewalks should be returned to the planting bed.
- The entire horticulture site should be kept clean, including bed and sidewalks.

## Remove burlap from tree trunks.

- Fold back and bury any exposed burlap on rootballs.
- Reset or replace any bent or broken tree stakes.
- Remove or loosen tree wires and stakes after two years or when the wires start to constrict the tree.
- Remove any nursery labels still affixed to plants.
- **DO NOT remove dead trees or shrubs until the end of the guarantee period.**

## Soil Amendments

**Fertilizers:** Minerals made available to plant roots.

- N = Nitrogen
  - Helps improve color and density of plants, especially foliage.
- P = Phosphorus
  - Enhances root growth
- K = Potassium
  - Good for the general health and vigor of the plant, especially stems.
- Slow release is better, less leached out with water.
- Compost - broken down vegetable & garden waste.
- Manure.
- Lime to raise the pH.

## Mulch

Mulch breaks down - replace as necessary

Benefits:

- recycling wood
- holds water for plants
- slows evaporation rate from soil surface
- aids in controlling weeds
- temperature & erosion control
- breaks down into soil
- area looks cared-for.
- 2-6", not up against tree trunk.

## Planting Plants

### The Golden Rules...

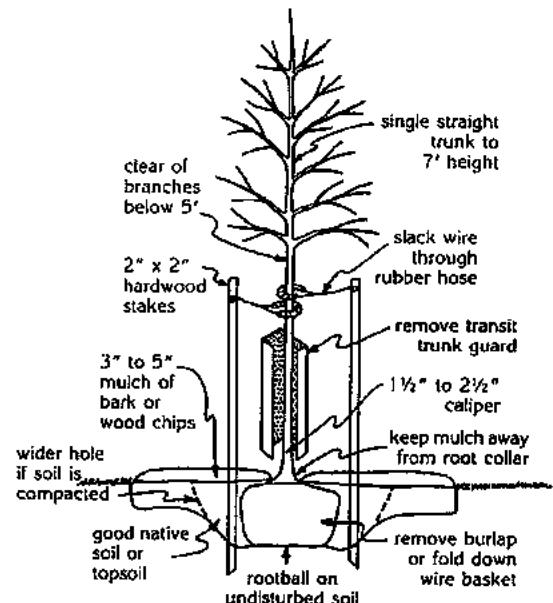
- Proper plant selection: Plant the right plant in the right place for the right reasons.
- Consideration of environment
- Provide appropriate amounts of inputs

### Plant Selection

- light or shade?
- soil texture/pH/compaction?
- climate?
- amount of space available - plant is going to grow in width and height! Are there power lines above; are there utility lines below; is it a narrow sidewalk?
- maintenance considerations
- toxic/unpleasant plant parts?
- design considerations
  - foliage, flowering
  - flowering times
  - fruit
  - winter interest
  - variety

### Planting

- Dig the hole the same depth and twice as wide as the root ball of the plant. Pile the original soil near the hole.
- Extract plant from pot, destroying as few roots as possible.
- Scarify root ball a bit, without dislodging too much soil. Untangle or cut any girdling roots.
- Put plant in center of hole, make sure it's straight, then backfill with  $\frac{1}{2}$  organic matter (compost),  $\frac{1}{2}$  original soil.
- Tamp down soil around base of plant, to eliminate air pockets, and make good soil/root contact.
- Mound remaining soil in a ring around plant base, to make a kind of moat for water.





## Organic Matter

- **Compost**
  - add nutrients to the soil, help it retain water, and help prevent compaction.
- **Mulch**
  - Wood Chips
  - Controls weeds, aids in soil moisture retention and as natural mulch decomposes, it behaves like organic matter!
- **Leaf litter is good for both!**

## Maintaining Plants

- **Watering**
  - Water is the number one limiting factor in plant growth in urban environments.
  - All Greenstreets are watered at least once a week from March through October.
  - Trees should receive at least 20 gallons of water per week.
  - Shrubs should receive at least 10 gallons of water per week (variable with size).
  - Tree Gators should be filled weekly.
  - Water should be applied at the base of the plants, foliar watering can lead to mildews and sun scald.
  - Use low water pressure so as not to disturb soil.
  - Slow, thorough waterings allow for even distribution of water to the plant roots.
  - Greenstreets water is supplied by watering trucks and fire hydrants.
- **Morning is best.**
  - Water slowly, allowing water to seep into soil.
  - Deep watering encourages deep roots.
    - An inch of water a week, depending on rainfall.
    - 15-20 gallons for a street tree.

- **Things you can do to conserve water:**
  - Hydrogels, tree-gators (homemade ones, too)
  - proper plant selection
  - Compost, Mulch

## Drought

An open hydrant wastes one million gallons of water per day. Report open hydrants and water waste by calling (718) DEP-HELP.

No washing of vehicles, sidewalks, driveways, or streets; no ornamental fountains

**Stage I emergency:** lawn watering only 7-9 am and 7-9 pm (even numbered addresses on even dates, and odd numbered addresses on odd dates).

**Stage II:** all lawn watering prohibited.

All other plants may only be watered with hand-held containers filled from a hose; hoses restricted to less than five gallons per minute, or low-pressure/low-flow irrigation devices

## Water retention techniques

- mulch or wood chips
- weed
- Cultivate/aerate soil
- water plants with gray water (bath and dish water)
- collect rainwater
- water in the early morning
- use hose with automatic shut-off nozzles.
- use soil moisture retention additives
- use tree gators
- plant only drought-tolerant annuals

## Soil Conditions

- **Organic matter:** top-dress with 1" each year.
- **Fertilizers:** Slow-release is better (less is leached out with water). 10-10-10 has 10% each of the following:
  - N = Nitrogen: good for all plant parts
  - P = Phosphorus: especially good for roots
  - K = Potassium: all plant parts, strengthens plant
- **Other things you can add:** Lime to raise pH. Peat moss to lower pH. Gypsum to reduce salt content, sand for better drainage, compost for better water retention.
- 
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2-6", not up against tree trunk

## Weeding

Weeds compete with plants for vital resources including light, soil space, water, nutrients, and minerals. Weeds obscure the aesthetic qualities of plants.

- Both planting beds and sidewalks should be weeded.
- Mulch to prevent weed growth.
- Sometimes Parks uses landscape fabric to prevent weed growth.
- Early in the season, rake plantings with a hard rake to discourage weed growth.
- Know your weeds.
- If it's an annual, definitely pull it before it goes to seed.
- If it's a perennial, definitely try to get all of its roots.
- Weed-whacking:
  - don't do it near trees (especially young ones), you'll girdle them!

## Preventing weed growth:

- Mulch.
- Lightly rake mulch frequently to disturb weed seedlings.
- Pre-emergent herbicides.

## Removing established weeds

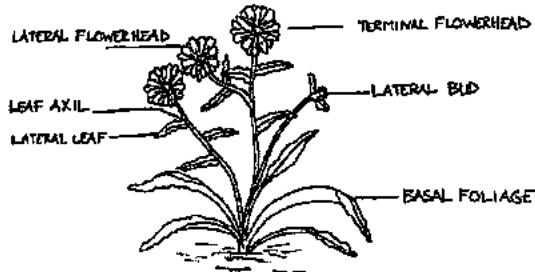
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Hand pull the weeds closest to the tree bark.

## Herbicides

- All the herbicides Parks uses are the same as ones you can buy over-the-counter.
- They are only applied by licensed Pesticide Applicators.
- They are only used for intractable problems.
  - Pre-emergent
  - Post-emergent

## Deadheading

A flowering plant's goal is to set seed. If you repeatedly deadhead - trim off the spent flowers - the plant goes into overdrive, putting out more and more flowers in an effort to reproduce.



## Thinning and Dividing

- Don't plant plants too close together; know their eventual size.
- If plants have become too crowded, selectively thin. Why?
- Many perennials can be dug up, divided at their roots, and redistributed.
  - Especially: hosta, sedum, and daylily.

## Cleaning

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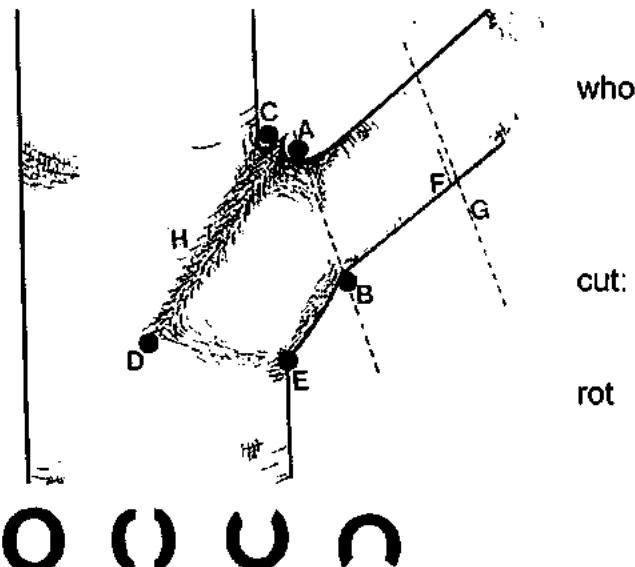
Post-emergent herbicides.

Herbicides

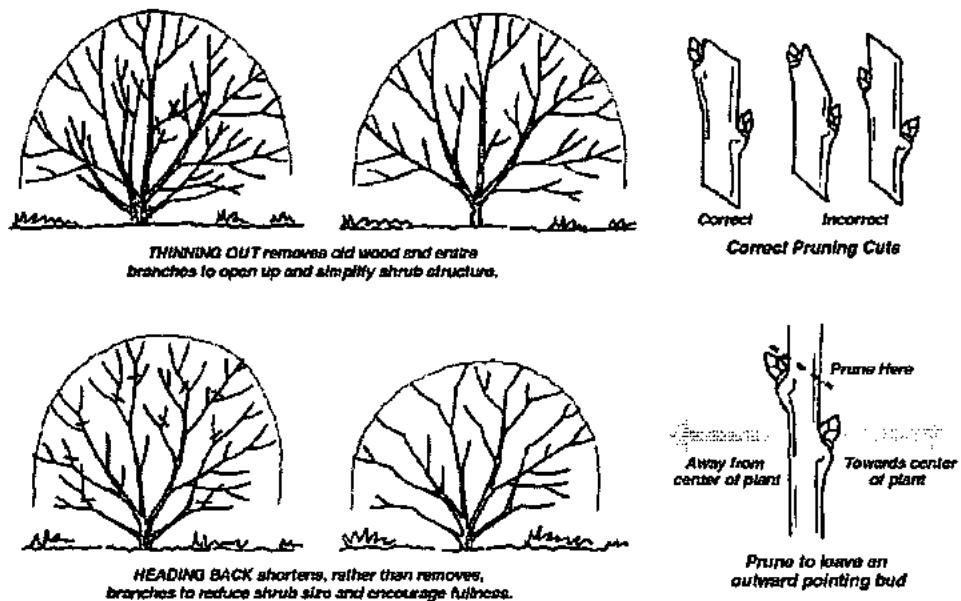
Dead-heading to prolong flowering

## Pruning

- Should only be done by people know what they're doing.
- Greenstreets in some areas: shrubs under 18"
- tree limbs above 6'
- In an emergency, do three point F, G, A-B.
- Never cut from C to E! You'll damage the branch collar, and will set in.



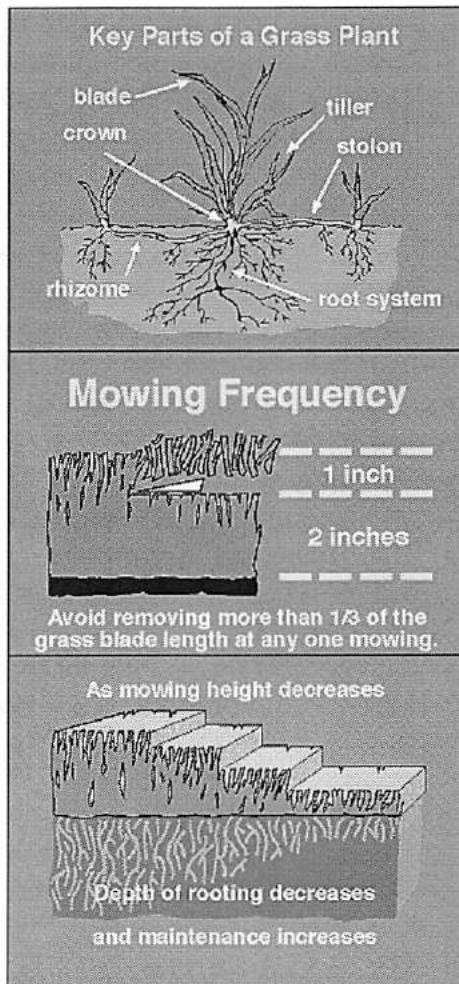
## Pruning Shrubs



## Mowing

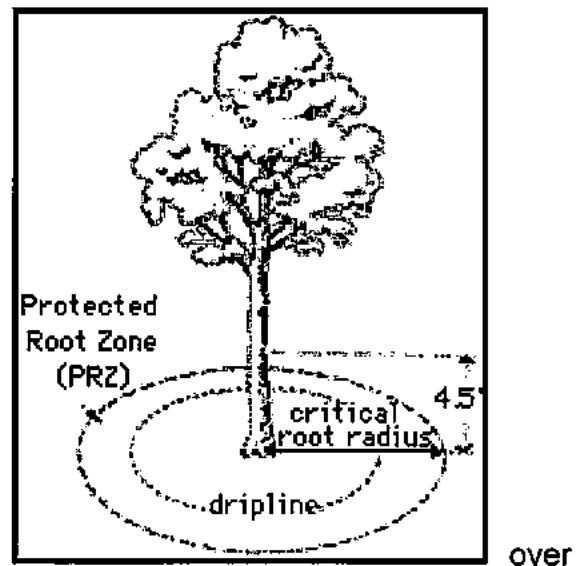
- Mow often: don't cut more than one third of the leaf surface in any one cutting.
- If you mow often, clippings will be short. Leave them on the grass!
- Don't mow when the grass is wet.
- Keep mower blades sharp.
- Change the oil on mowers regularly.
- Don't mow daffodil leaves!
- Lots of perennials look like grass when they're not in flower.
- Only mow what you're supposed to mow!
- Why doesn't mowing kill the grass?
- Mow when dry.
- Start mowing when seedlings are high enough to cut, usually 2-3 inches.
- Mow often enough so that you don't cut more than one third of the leaf surface in any one cutting.
- Be sure mower blades are sharp.
- Try not to make ruts with the mower.
- Find out the grass species and its appropriate mowing height.
- Mowers: don't mow daffodil leaves!
- What happens if you don't mow often enough?

## Poison Ivy



## Tree protection during construction

- Design around existing trees. The best place to protect trees is in the beginning.
- Root zone/dripline protection
- Tree roots' length  $1\frac{1}{2} \times$  height  
(pencil trick)
- Avoid storing heavy equipment, stockpiling soil, stones, pipes etc. in this sensitive area. Soil structure will ruin. Compaction, loss of porosity. Roots will be broken (small fibrous roots).
- Mulch to protect soil and distribute forces of vehicular passage.
- Fencing
- more useful than 2x4s
- Trenching around/under roots. Hand excavate under a root when digging a trench. Anything 1 inch (size of a quarter).
- Notice and protect plants that are not trees. Watch out for flower beds. These are most often trampled on and considered insignificant.

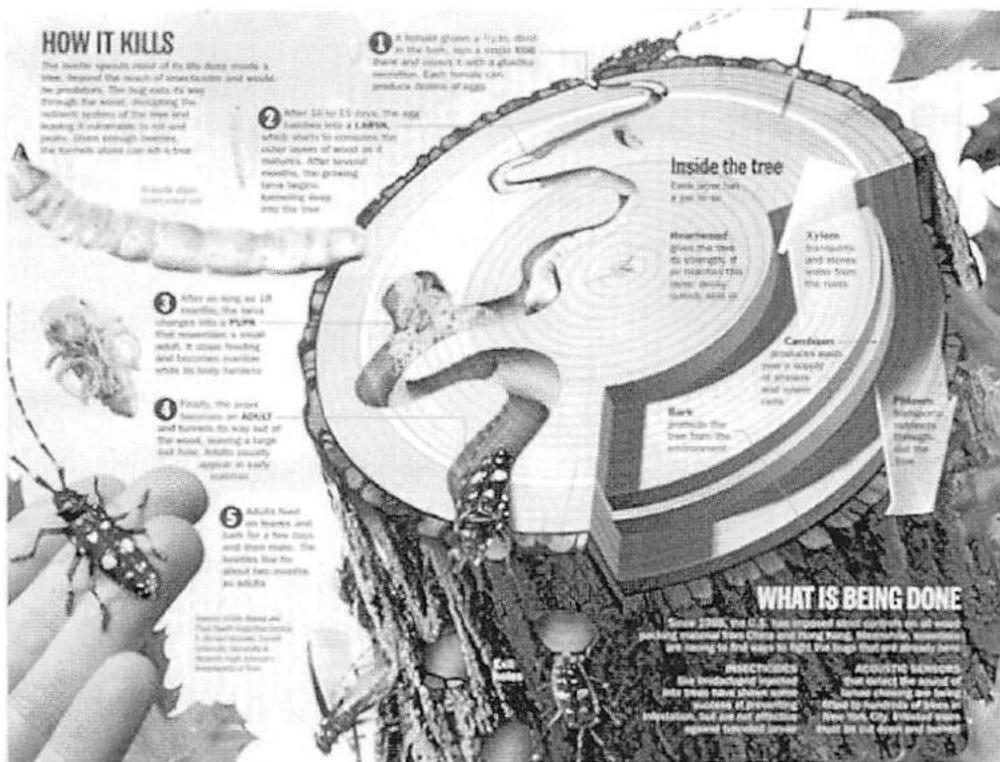


over

## Pests & Diseases

### Asian Longhorned beetle, *Anoplophora glabripennis*

- **Origins** -- China; came to U.S. in solid wood-packing material
- **Life cycle** -- egg, larva, pupa, adult beetle
- **Active season** -- early July to late October
- **Host species** -- maples, London plane, cherry, Rose-of-Sharon, horsechestnut, elm, birch, poplar, willow, ash, boxelder
- **Flight ability** -- 1,200 feet (1/5 mile)



### Dutch Elm Disease

