



# Forest Preserve District

Rock Island County, Illinois

**PROCEDURE MANUAL**

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT**  
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# **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT**

## **PROCEDURES MANUAL**

### **GENERAL PROVISIONS**

The policies and procedures explained in this manual exclude any and all employees subject to a collective bargaining agreement to the extent the policy and procedures for employees are different than herein set forth and those employees in the offices of elected officials not subject to rules of the Forest Preserve Commission.

This manual does not claim to be all-inclusive. Situations will be examined individually. Policy and procedure cannot identify every scenario and cannot be done or should be done in every case. It is understood that no employee would or should use their position to perform any unethical activity or lapse of duty as deemed inappropriate by use of common sense.

The purpose of this manual is to acquaint you with important information about the Rock Island County Forest Preserve District including rules, regulations, protocols, policy and procedure of necessary operations and practices of the District and establishing guidelines in which all Departments of the Rock Island County Forest Preserve District shall operate. Every employee is expected to read, understand, and follow the provisions of the Procedure Manual. The District reserves the right to modify or amend this manual at any time. Policy not expressly stated in this manual shall revert to the collective bargaining agreement, state statutes, or common sense.

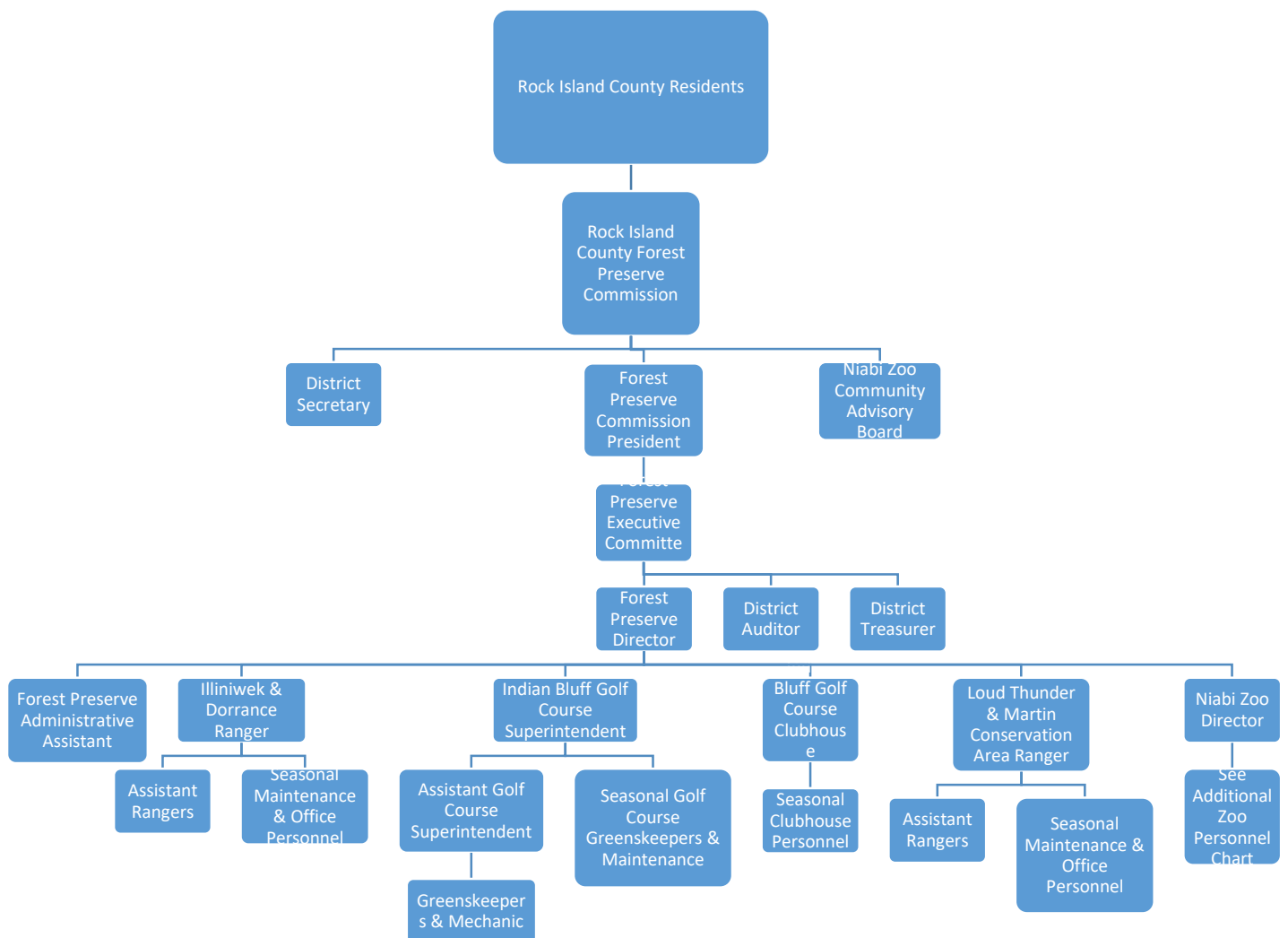
#### **DISCLAIMER**

Any of the statements, policies, procedures or rules in this manual are not intended and shall not be construed to form a contract between the Rock Island County Forest Preserve District and its employees. It is expressly understood that any employee and the District are free to terminate the employment relationship at any time. At all times the Rock Island County Forest Preserve District reserves the right to take any action it deems to be in its best interest.

In these policies several examples are given of conduct that will cause an employee to be disciplined up to and including discharge. These are only examples and the Rock Island County Forest Preserve District reserves the right to terminate employees as stated in this disclaimer.

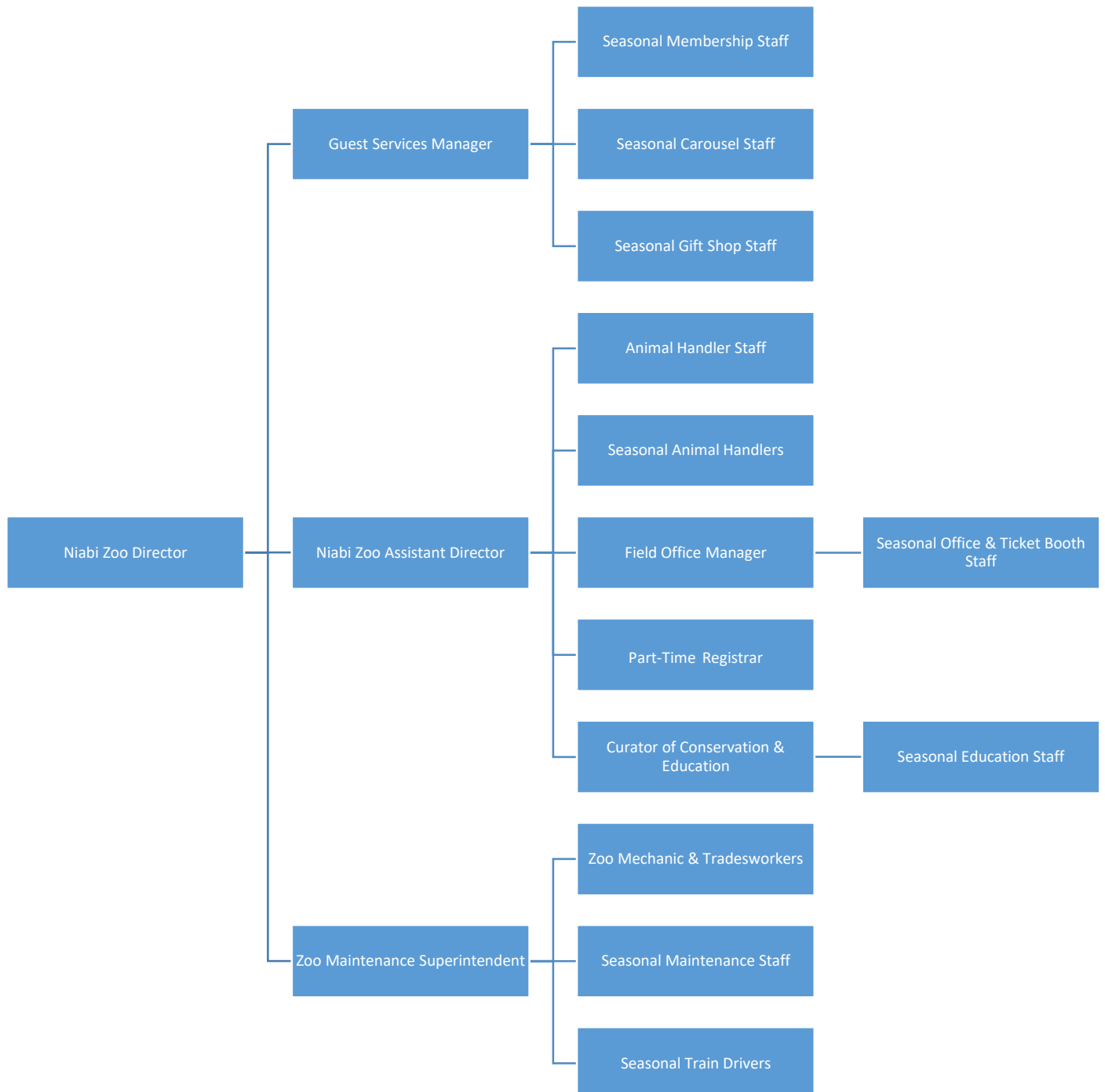
# **GOVERNANCE POLICY & PROCEDURE**

# ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT ORGANIZATIONAL CHART



# ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT

## NIABI ZOO PERSONNEL CHART



**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
FOREST PRESERVE COMMISSION  
GENERAL POLICY & PROCEDURES  
APPROVED MARCH 2018**

**Governing Body**

The governing body of the Rock Island County Forest Preserve District shall be known as the Board of Commissioners, hereinafter called the “Board” and its Commissioners as “members”. The Board is the legislative body of the Rock Island County Forest Preserve District. All members of the Rock Island County Board are de facto members of the Rock Island County Forest Preserve Board of Commissioners.

- The Board of Commissioners concerns itself primarily with questions of policy rather than with administrative matters. The District’s Director is charged with the administrative responsibility to implement the Board’s policies.
- The Board shall enact and maintain appropriate ordinances, policies, rules, and regulations related to the operations of the District and the District’s facilities, and the Board shall see that such statutes, ordinances, policies, rules, and regulations are administered effectively.
- The Board shall select a professional to serve as Director of the District upon the recommendation from any such committee assigned with the responsibility. The District Director will act as the chief operating officer of the District. The Director shall be responsible for all District employment decisions, and the Board or any members of a committee are to refrain from any involvement in the Director’s decisions related to hiring, firing, and discipline, except where otherwise directed by law.
- Board members should respect the commitment to implement its policies through the Director and to rely on the Director to handle the administrative functions of the District. Board members should request desired information from the Director rather than directly from other employees of the District. Board members also should refer inquiries, information, complaints, and other communications made to them by residents about District matters to the Director. Board members also should support the actions of the Director when those actions have been directed, ratified, or otherwise supported by the Board.
- Employees’ Performance of Duties. No Board member shall inhibit, obstruct, or otherwise interfere with any District employee in the performance of his or her assigned duties. All inquiries relating to a District employee should be directed to the Director.
- The Executive Committee, in which the District Director shall report, shall establish an effective working relationship with the Director and provide timely and effective feedback on performance.
- The Executive Committee recognizes that it is important to evaluate itself and establish goals for the Board from time to time.
- The Board shall require ethical behavior of its members and the Director.
- The Board shall provide strategic leadership in decisions affecting the District, including acquisitions, intergovernmental relationships, partnerships, etc.
- Commissioners from time to time will be needed to serve on additional committees, organizations, or boards representing the District.

## **Election of Commission President**

The Secretary of the Board shall on the first Monday of December in even numbered years call the meeting to order and preside until a temporary President has been elected by the Commission, who in turn shall preside until a regular President is elected.

All nominations for regular President shall be by voice nominations from the floor. All elections for regular President shall be by roll call. The elected President must receive a majority of votes of those Commission members present and voting. In case no regular President can be elected by this process, the temporary President shall continue to serve until a new regular President can be elected. The term of the elected regular President shall be two years.

## **President of the Commission; powers and duties; veto; passage of ordinances, etc...**

The regular President so elected shall preside at all meetings of the Board during the year, be the executive officer of the district. In case of his absences at any meeting, the members will elect one of their members as temporary President.

The president of the Commission shall sign all ordinances, resolutions and other papers necessary to be signed and shall execute all contracts entered into by the district and perform other duties as may be prescribed by ordinance. He may veto any ordinance and any orders, resolutions and action, or any items therein contained, of the Board which provide for the purchase of real estate, or for the construction of improvements within the preserves of the district. Such veto shall be filed with the secretary of the board within 5 days after the passage of the ordinance, order, resolution or action and when so vetoed the ordinance, order, resolution or action and when so vetoed the ordinance, order, resolution or action or any item therein contained is not effective unless it is again passed by two-thirds vote of all the members of the board. The president may vote in the same manner as the other members of the board. In the temporary absence or inability of the president, the members of the board may elect from their own number a president, pro tem.

The "Yeas" and "Nays" shall be taken, and entered on the journal of the board's proceedings, upon the passage of all ordinances and all proposals to create any liability, or for the expenditure or appropriation of money. The concurrence of a majority of all the members elected to the board is necessary to the passage of any such ordinance or proposal. In all other cases the "Yeas" and "Nays" shall be taken at the request of any member of the board and shall be entered on the journal of the board's proceedings.

It is the duty of the President to appoint and/or remove members and chairman thereof, any and all standing committees of the District, and to appoint special committees to perform certain specified duties as required.

## **Compensation**

Members may receive for their services as commissioners of the forest preserve district a per diem fee, to be fixed by the board in the month of May of even numbered years, but not to

exceed \$36 per day, which shall be in full for all services rendered on such day, or an annual salary to be fixed by such board, but not to exceed \$3,000, plus mileage expenses at a rate not more than the amount allowed for members of the county board, as fixed by the board, for each mile necessarily traveled in attending meetings of the board of the district, plus any expense incurred while, or in connection with, carrying out the business of the district outside the boundaries of the district, payable from the district. The President of the Board of Commissioners may receive in lieu of a per diem fee an annual salary to be fixed by the board. No Forest Preserve Commissioners shall file for a per diem payment for services rendered on the same day for which he/she filed for a per diem payment as a county board member.

A current ordinance adopted in the month of May of even numbered years establishing the per diems and salaries of the President of the Board of Commissioners, its members and officers is on file with the Forest Preserve Office.

### **Forest Preserve Executive Committee**

The President shall serve as the chairperson of the Forest Preserve Executive Committee. The regular President shall appoint seven members to the Forest Preserve Executive Committee after the first Monday of December in even numbered years election of the regular President has been conducted.

A majority of the appointed Forest Preserve Executive Committee members shall constitute a quorum for the transaction of business for the District unless Illinois State Statutes requires the full action of the Board.

The Forest Preserve Executive Committee shall act as an executive committee and shall address all issues pertaining to the operation of the District.

Whenever a member of the Forest Preserve Executive Committee is either temporarily or permanently unable to perform the duties of such appointment due to resignation, death, disability, illness, or absence, the President may declare the position vacant and appoint another member of the Board to fill the committee vacancy.

The various Commission Officers and department heads, in addition to the District staff, shall provide such assistance, information and support to the forest preserve committee and the Board as a whole, as shall be required by the President. Information required by the Board from the forest preserve committee shall be provided upon request to any Board member.

The Forest Preserve Committee in the exercise of their oversight and legislative functions and powers, shall have the right to summon employees and to review documents and records as necessary or helpful in the exercise of such responsibilities.

The Forest Preserve Committee and all special committees shall keep written minutes. Minute books shall be kept in the Forest Preserve Office. Secretarial services shall be provided by the District Officers or staff.

The Forest Preserve President shall be a voting member of all committees

## **Conduct of business of the Board**

The regular order of business for Committee and Commission meetings:

- I. Call to Order and Roll Call
- II. Old Business
- III. Public Comment
- IV. Claims
- V. Treasurer's Disbursements
- VI. Transfers of Appropriations
- VII. Resolutions
- VIII. Ordinances
- IX. Other Business
- X. Reports
- XI. Appointments
- XII. Closed Session (when necessary)
- XIII. Reconvene Open Meeting (when necessary)
- XIV. Call to Order & Roll Call (when necessary)
- XV. Action (if any) Taken in Open Session from Closed Session (when necessary)
- XVI. Recess or Adjournment

## **Meeting Procedures of the District**

### **Definitions**

A "meeting" is defined by the Open Meetings Act (5 ILCS 120/1.02) as any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose discussing public business.

A "public body" defined by the Open Meetings Act (5 ILCS 120/1.02) includes all legislative, executive, administrative or advisory bodies of the State, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, and any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees which are supported in whole or in part by tax revenue, or which expend tax revenue, except the General Assembly and committees or commission thereof.

A "quorum" is the minimum number of members that must be present at any of its meetings to make the proceedings of that meeting valid. The Forest Preserve Commission and its established committees are public bodies of the Rock Island County Forest Preserve District and a majority of the members of the Commission or its established committees shall constitute a quorum for the discussion of business.

The term "quorum" refers to the minimum number of members of a public body who must be present at a meeting in order for the body to take official action. Unless the law otherwise provides, a quorum of a public body is a majority of the total number of members of the body. A "majority of a quorum" is the smallest number of members of a public body able to control action when a bare quorum is present.

A "majority of a quorum" is a sliding figure, easily computed, that increases with the size of the public body. For example, if a public body has seven members, a quorum of that body is four, and a majority of the quorum is three. Therefore, three is the smallest number of members of the body to which the term "meeting" applies. The Commission has 25 members, a quorum would be 13 and a majority of the quorum is seven. Thus, up to six members of the Commission could gather to discuss public business without that gathering constituting a "meeting" of the board.

As previously noted, the Open Meetings Act applies separately to committees and other subgroups of public bodies, the number of members of the committee or subgroup, not the number of members of the principal body, will determine whether Open Meeting Act applies. Thus in the instance of the District, two members of a seven-member committee can discuss committee business in compliance with Open Meeting Act requirements, those two members cannot meet privately to discuss sub-committee business if they are members of a sub-committee with only three members.

### **Public Notices**

Public notice of all scheduled meetings of the District's public bodies, whether open or closed to the public, shall have a public notice posted at least 48 hours in advance of the meeting at the Loud Thunder Park Office (19406 Loud Thunder Road, Illinois City, IL 61259), the building in which the meeting is to be held and the District website. In the event an emergency meeting of the District's public bodies is declared and that the 48 hour advance posting of a notice cannot be fulfilled, the Commission President or designee, shall give notice of the emergency meeting as soon as practicable and prior to holding such meeting give notice to any news medium which has filed an annual request for such notices. The failure of the District to post on its website notice of any meeting or the agenda of any meeting shall not invalidate any meeting or any actions taken at a meeting.

### **Electronic Attendance**

If a quorum of the members of the District's public bodies is physically present as required under the Open Meetings Act, a majority of the members of that public body may allow a member of the to attend the meeting by other means if the member is prevented from physically attending because of (i) personal illness or disability; (ii) employment purposes or the business of the District; (iii) a family or other emergency. If a member wishes to attend the meeting by other means, the member is to notify the Commission President, committee chairperson or the Forest Preserve Director before the meeting unless advance notice is impractical.

### **Open Regular & Special Meetings**

All meetings of the District's public bodies shall sit with open doors and all persons may attend the meetings provided they observe the rules of propriety and decorum as interpreted by the Commission President or committee chairman.

### **Closed Regular & Special Meetings**

The District's public bodies may sit with closed doors for a "closed session" if done in accordance with the Open Meetings Act (5 ILCS 120/2) exceptions. No final action may be taken during a closed meeting or closed session. All final action shall be preceded by a public

recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

### **Dismissal of Members at Regular & Special Meetings**

No member of the District's public bodies shall dismiss themselves or make themselves absent before the formal close of the meeting's session unless excused by the Commission President or committee chairman. The Secretary of the Commission during meetings of the Commission shall announce excused absences after the final roll call.

### **Mileage Reimbursement**

Any member of an established committee who has been assigned certain duties to be performed on behalf of the committee, and which are to be done outside the meeting of the full committee and is compensated for mileage, shall file a report signed by the committee chairperson and the President as soon as the assignment has been completed.

### **Minutes of Regular & Special Meetings**

The District shall keep written minutes of all its open and closed meetings and a verbatim record of all closed sessions and meetings in the form of an audio recording. Minutes of the District's public bodies shall include, but need not be limited to: (1) the date, time and place of the meeting; (2) the members of the established meeting recorded as either present or absent and whether the members were physically present or present by video or audio means; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

The members of the District's public bodies shall be provided a copy or a link to the District's website with the minutes included in the meeting materials for such meeting at a minimum of forty-eight (48) hours in advance of such meeting of their approval. The public body of the District may approve the minutes of its open meeting with thirty (30) days after that meeting or at the second subsequent regular meeting, whichever is later. The approval of such minutes shall be available for public inspection with 10 days after the approval and posted on the District website. The minutes shall be shall remain posted on the District website for a minimum of 60 days after the initial posting to be compliant with the Open Meetings Act (5 ILCS 120/2.06).

A verbatim recording may be destroyed with notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: (1) the public body approves the destruction of a particular recording; and (2) the public body approves minutes of the closed meeting that meet the written minutes requirements of this policy.

The Commission shall meet and review the minutes of all closed sessions & meetings semi-annually. A determination shall be made, and reported in an opens session that (1) the confidentiality still exists as to all or part of those minutes or (2) that the minutes or portion thereof no longer require confidential treatment and are available for public inspection.

Unless the Commission has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting

closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce the Open Meetings Act.

Minutes of meetings closed to the public shall be available only after the Commission determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

Any person shall be permitted an opportunity to address any meeting of the District as defined by the Open Meetings Act under the rules established the District's Public Comment policy and procedures.

### **Time and Place of Regular & Special Meetings**

The monthly meeting of the Forest Preserve Commission will be held the third Tuesday of each month following the adjournment or recess of the scheduled 5:30 PM Rock Island County Board meeting. All meetings of committees will be held at the County Building, third floor, 1504 3<sup>rd</sup> Avenue, Rock Island, IL 61201, unless otherwise specified in the rules or permission is granted by the Commission President. Special meetings of the Commission shall be held when requested by at least 1/3 of the members of the Commission, which request shall be in writing addressed to the Secretary of the Commission.

With the approval of the Commission President, any established committee having work that can be better or more economically done by a subcommittee of the committee may assign certain specified duties to its members to perform on behalf of the committee, will report back to the committee.

### **Parliamentary Procedure**

The rules of parliamentary practice comprised in "Roberts Rules of Order" shall govern the Commission in all cases to which they are applicable, and in which they are not in conflict with the standing rules of the Commission.

All questions which shall arise at Commission meetings, unless otherwise provided, shall be determined by a majority vote of the members of the Board of Commissioners present. A motion to rescind any previous action of the Commission must be carried by a two-thirds majority of those voting if represented within a 60 day period.

A commissioner, before addressing the Commission, must be recognized by the Commission President.

A motion which has not received a second shall not be acted upon.

A motion which has been put by the Commission President and which has received a second, may be withdrawn by the maker on consent of the second providing no vote has been taken.

An original motion, properly made and seconded, may be changed only by an amendment to the motion properly made, seconded and passed by a majority vote of those present and voting unless both the maker and second of the original motion shall accept the amendment the original motion shall stand amended. An additional motion to amend either the original motion or the amended motion shall be out of order until the first proposed amendment is disposed of.

There shall be no motion known as a substitute motion. If an original motion shall need such major revision as to require a new motion, it can be done only by withdrawal of the original motion by the originator and the originator of seconded. A replacing motion shall be considered as an original motion.

If requested by the Commission President or any member of the Board of Commissioners, the motion may be reduced to writing.

When a motion has been put by the Commission President, each Commissioner shall vote either "yes" or "no". The Commission President shall be permitted to vote at his/her discretion, except to break a tie vote at which time he/she must vote.

A roll call must be taken if demanded by three of the members and on all appropriations, purchases over \$1,000 and tax levy resolutions.

By majority vote of the Commissioners present, any resolution or motion may lay over until the next session.

All claims shall be examined by the Forest Preserve Executive Committee and by the District Auditor before being presented to the Commission for its approval. Any claim presented to the Commission and rejected may be referred back to the Forest Preserve Executive Committee for further investigation on a majority vote of the Commissioners present.

No liability shall be created against Rock Island County Forest Preserve District for services rendered or supplies furnished, of any kind whatsoever, unless ordered by the President or District Officers authorized by statute to make such contract or purchase.

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
PUBLIC COMMENT  
APPROVED DECEMBER 2019**

**Who can make a public comment?**

In any standing or special meeting of the Rock Island County Forest Preserve District a public comment period shall be included on the agenda in which any citizen may make a statement regarding an item on that days agenda. A total of ten (10) speakers will be allowed at each session for a period not to exceed thirty (30) minutes in length.

**Sign Up-**A citizen who wishes to make public comment at a Commission or special meeting must sign up by completing a speaker slip no later than five (5) minutes before the posted start of the meeting to which comment is to be made. A citizen who wishes to make public comment at an Executive Committee meeting must submit a completed speaker slip either prior to the meeting or within the first ten (10) minutes of the meeting in which comment is to be made. In either case there will be a limit of ten (10) speakers at each session. Each speaker shall have no more than three (3) minutes to make their comment.

**Rules governing the manner in which the public may make comment to the Rock Island County Forest Preserve District Commission and its committees**

- Public comment forms will be available at the location of Commission and special meetings as stated on the posted agenda for said meeting beginning twenty (20) minutes prior to the meeting's posted start time which will numbered one (1) through ten (10). For the Executive Committee meetings, forms may be requested at the location of the meeting prior or subsequent to its start.
- Comments shall be directed to the body conducting the meeting and not to individual commission members.
- Comments shall be presented in a professional demeanor and not in a threatening, profane, vulgar or abusive manner.
- Comments shall be limited to topics that are relevant to the business matters of the Forest Preserve District.
- Any materials to be distributed to the Commissioners will be placed on record, and must be submitted at the same time as the Speaker Slip.
- Public comment shall not be allowed on those agenda items coming to the Forest Preserve District from a public hearing where sworn testimony is taken from the public. Those wishing to comment on these items should attend and speak at public hearings where the agenda calls for public comment.
- The Forest Preserve President will make the decision as to if it is appropriate to respond to a question and which commission member will respond. Individuals who engage in repetitive comments/questions will be asked to refrain and/or yield the floor.

Rock Island County Forest Preserve District  
Public Comment – Speaker Slip

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Committee/Commission (circle one)

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Topic to speak on (as specific as possible): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All public comment speakers will be allowed no more than three (3) minutes to address the  
Commission or Committee. A maximum of ten (10) public comment speakers will be allowed.  
Please read official instructions/rules.

\_\_\_\_\_

Rock Island County Forest Preserve District  
Public Comment – Speaker Slip

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Committee/Commission (circle one)

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Topic to speak on (as specific as possible): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All public comment speakers will be allowed no more than three (3) minutes to address the  
Commission or Committee. A maximum of ten (10) public comment speakers will be allowed.  
Please read official instructions/rules.

# **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT COMMISSIONER CREED & CODE OF CONDUCT POLICY APPROVED MARCH 2017**

The Rock Island County Forest Preserve Commission is committed to establishing high ethical standards for itself and adopts the Commissioner Creed and Code of Conduct endorsed by the Illinois Association of Park Districts as the policy of the Rock Island County Forest Preserve District and its elected board members.

## **COMMISSIONER CREED**

As an individual member of the Forest Preserve Commission, I will;

- Recognize the integrity of my fellow commissioners and the merit of their work;
- Be motivated only by a desire to serve the people of my community;
- Recognize that it is my responsibility, together with my fellow commissioners, to see that the Forest Preserve District is properly run – not to attempt to run it myself;
- Work with the District Director– not over or around him or her;
- Conduct board business only at legally called commission meetings;
- Remain nonpartisan or non-prejudicial on commission issues;
- Attend continuing education programs to learn about the proper duties and functions of a board member and to stay abreast of the trends and issues affecting the field.

In performing my proper functions as a commissioner, I will:

- Deal in terms of general Forest Preserve District policies;
- Function in meeting the legal responsibility that is mine, as part of a legislative, policy-forming body, not as an administrative officer );

In maintaining desirable relations with other members of the commission, I will;

- Respect the opinion and decision of fellow commissioners;
- Recognize that authority rests with the commission as a whole, not with me as an individual;
- Make no disparaging remarks in or out of meeting about fellow commissioners;
- Recognize that promising in advance how I will vote on any proposition under consideration closes my mind to other considerations, facts, and points of view that may be presented before a vote;
- Make decisions in commission meetings only after all sides of the question have been presented;
- Consider unethical (and thus avoid) any sessions of the board meetings held without the knowledge of the District Director, as well as any meeting which violates the Illinois Open Meetings Act.

In meeting my responsibility to my community, I will:

- Attempt to appraise fairly both the present and the future needs of the community;
- Attempt to procure adequate financing and support for Forest Preserve District programs, facilities, and services; Interpret, as best I can, the needs and attitudes of the community to fellow commission members and the District Director;

- Insist that business transactions of the District be ethical, open, and above board.

In working with the District Director, I will:

- Hold the District Director responsible for the administration of the Forest Preserve District and give him or her the authority commensurate with that responsibility;
- Expect the Forest Preserve District to be administered by the best-trained professionals available;
- Participate in commission decisions only after considering the recommendation of the District Director;
- Expect to spend more time in commission meetings on policies, programs, and procedures than on business details;
- Give friendly counsel and advice to the District Director;
- Refer all complaints to the District Director and, if necessary, insist that the source present them in writing to the commission as a whole, or, if appropriate, to the Forest Preserve Executive Committee;
- Present any personal criticisms of employees to the District Director and not to the employees;
- Provide adequate safeguards around the District Director and other personnel so they may perform their duties on a professional basis.

### **CODE OF CONDUCT**

The Rock Island County Forest Preserve Commission recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like and lawful conduct including proper use of authority and appropriate decorum when acting as a commissioner. Accordingly, each commissioner will:

1. When outside of commission meetings, avoid making individual pronouncements and public conjectures about agency matters not yet decided by the board.
2. Represent all the people of the community while avoiding partisanship based on special interests.
3. Engage in no self-dealing nor the conduct of any private business or personal services between any competitive opportunity and equal access to “inside” information.
4. Recuse him – or herself from discussing or voting on an issue about which he or she has an unavoidable conflict of interest.
5. Not promise in advance of a meeting how he or she will vote on any issue, reserving judgement until all facts have been presented.
6. Not use his or her position to obtain employment for him- or herself, for family members or close associates. (Should a member desire employment, he or she must first resign.)
7. Make decisions involving the welfare of the Forest Preserve District based on study and evidence, recognizing that personal feelings, opinions and other such factors are not conducive to sound decision-making; and understand that respecting the opinions of fellow commissioners is vital.
8. Accept the principle of commission unity by supporting (or refraining from criticizing) majority decisions of the board to the greatest extent possible.
9. Respect the commission’s commitment to work with the District Director by:

- A. requesting desired information about the Forest Preserve District's programs directly from him or her
  - B. referring to his or her suggestions for new policies
  - C. seeking his or her professional advice
  - D. refraining from acting on any complaint until after the District Director has had an opportunity to investigate fully and report to the board, and
  - E. wholeheartedly supporting board-approved actions of the District Director and his or her staff.
10. Recognize that the individual commissioner has no more authority over Forest Preserve District policies or operations and shall speak or act for the board only when specifically authorized to do so by action of the board.
  11. Understand and respect the statutory responsibilities of being a commissioner, the separation of commissioner responsibilities and functions from those of the District Director and staff. The commission's responsibility is to ensure that the agency is well managed – not to manage the agency.
  12. Consider unethical and thus avoid any sessions of the board held without the presence of the District Director, along with any other gathering that might conflict with the Illinois Open Meetings Act.
  13. Respect the confidentiality appropriate to issues of a sensitive nature.
  14. Commit to regular attendance of commission meetings and be properly prepared for commission deliberation.
  15. Understand and follow all provisions of the District's Ethic's Ordinance, as well as any other applicable statutes that govern the conduct of elected officials.
  16. Evaluate the District Director at least annually.
  17. Participate in community activities.
  18. Participate in board development opportunities.
  19. Develop productive relationships with other elected officials at the state, local and national levels.
  20. Be available and responsive to residents by interpreting the needs of citizens to the Forest Preserve District and by interpreting the actions of the District to citizens without favor of any particular geographic area or interest group.
  21. Keep the best interests of the Forest Preserve District in mind by considering him- or herself a "trustee" of the agency and doing his or her best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of those this Forest Preserve District serves.
  22. Respect, listen and communicate with fellow board members and the District Director.
  23. Make a committed effort to continuing education and to be well informed about issues and trends that could affect the Forest Preserve District.

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
NIABI ZOO COMMUNITY ADVISORY BOARD  
APPROVED JULY 2017**

**Resolution**

**Re: Niabi Zoo Community Advisory Board  
Operating Guidelines**

**WHEREAS**, on June 20, 2017, by Resolution the Forest Preserve Commission approved the creation of the Niabi Zoo Community Advisory Board, hereinafter as the Advisory Board; and

**WHEREAS**, the Advisory Board shall have no management or oversight power and shall follow State Law and the governing documents of its creator, the Commission; and

**WHEREAS**, the Zoo Director shall remain an employee of the District and shall have no authority or responsibility other than those granted as an employee of the District by the Commission; and

**WHEREAS**, the Commission requests that the Zoo Director attend the meetings of the Advisory Board and work with all the members in good faith; and

**WHEREAS**, the Advisory Board shall operate under the conditions set forth by the Forest Preserve Commission; and

**WHEREAS**, the operating guidelines or “bylaws” of the Advisory Board shall only be amended by a majority vote of the Forest Preserve Commission; and

**THEREFORE, BE IT RESOLVED**, that the Advisory Board shall operate under the guidelines and conditions set forth.

Article I  
Name, Purpose & Mission

The name given to the advisory committee of Forest Preserve District’s Niabi Zoo shall be the Niabi Zoo Community Advisory Board (“Advisory Board”). The purpose of the Advisory Board is to provide recommendations to the Forest Preserve Commission regarding the operations and development of Niabi Zoo and to provide advice and counsel to the Zoo Director on matters pertaining to Niabi Zoo. The Advisory Board’s mission is to promote and advance Niabi Zoo’s goals of education, conservation and enhancing the visitors’ experience at the Zoo.

Article II  
Governing Authority

The Rock Island County Forest Preserve District is a body corporate and politic and the proprietor of the Niabi Zoological Preserve (“Niabi Zoo”). The Forest Preserve Commission members are the legal and legislative governing body of the Forest Preserve District. The Advisory Board is an appointed citizen committee and shall follow all established and approved

policies and procedures of the State of Illinois and Forest Preserve District. The Advisory Board shall have no direct governing authority of Niabi Zoo, and it is recognized that the authority and ultimate responsibility for the operation of Niabi Zoo shall rest with the Forest Preserve Commission. The Forest Preserve Commission agrees to review the Advisory Board's recommendations in good faith. All Forest Preserve District employees will remain as such, nothing in this document shall be interpreted to the contrary.

### ARTICLE III Roles & Responsibilities

#### Section 1. Roles & Responsibilities

##### ❖ Forest Preserve Commission

Except as otherwise provided by the Forest Preserve Commission, this document, or applicable law, the activities and affairs of Niabi Zoo shall be exercised by or under the direction of the Forest Preserve Commission and the Zoo Director or Forest Preserve Director in the absence of a Zoo Director. All Forest Preserve District employees employed at Niabi Zoo will continue to report either directly or indirectly to the Zoo Director who reports to the Forest Preserve Director.

The Forest Preserve Commission expressly retains the approval of all of the following:

- Levy, appropriations and approval of expenditures;
- Financial policy and procedure;
- Employment of the Forest Preserve Director, who shall be responsible for the hiring, termination and assessment of the Zoo Director;
- Employee and employment disputes;
- Entering and execution of contracts;
- Legal decisions; and
- all powers not specifically enumerated elsewhere herein.

##### ❖ Niabi Zoo Director

The Zoo Director will attend the regularly scheduled meetings of the Advisory Board and provide reports, data or other findings mutually agreed upon between the Advisory Board and Zoo Director pertaining to the established goals set forth for the Community Advisory Board approved by the Forest Preserve Commission.

The Zoo Director will have sole responsibility of employing or terminating all employees as governed according to the laws of Illinois and the collective bargaining agreements the Forest Preserve District has entered. All final decision making authority, the operation of Niabi Zoo, and its mission rests with the Forest Preserve Commission.

The Zoo Director, within the policies and procedures of the Forest Preserve District, shall continue to implement the following:

- Execution of agreements between the District and Niabi Zoological Society;
- Day to day operations;
- Zoo programs and activities;
- Conservation and research programs and other related initiatives;
- Policies, decisions and procedures pertaining to curation of the animal collection;
- Prioritization and execution of facility needs and maintenance; and
- Exhibit design and construction.

## ❖ Community Advisory Board

The Advisory Board shall become familiar with its mission, the mission of Niabi Zoo and conduct research and provide strategic input within its purpose and mission to the Forest Preserve Commission as needed. Specifically, the Community Advisory Board shall promote Niabi Zoo within the Quad Cities community and surrounding region, and shall conduct research and provide strategic input, advice or recommendations to the Zoo Director and Forest Preserve Commission on the following:

- Public relations, partnerships, and community engagement strategies;
- Guest fees, experiences, and promotions;
- Short and long-term strategic goals;
- Zoo capital improvement, strategic, and master plans;
- Alternate revenue sources;
- Annual operational budget and initiatives;
- Lobbying and legislative initiatives that affect zoological operations; and
- Other items requested by the Forest Preserve Commission.

Any motions, recommendations or actions approved by the Advisory Board shall be reviewed for consideration by the Forest Preserve Executive Committee before being presented to the Forest Preserve Commission for final approval.

The Zoo Director and Community Advisory Board shall provide the Forest Preserve Commission an annual report.

## ARTICLE IV

### Community Advisory Board Appointments & Terms

#### Section 1. Number and qualification

The Advisory Board shall consist of a minimum of nine (9) and a maximum of thirteen (13) members appointed by the President of the Forest Preserve Commission. Membership shall consist of community leaders who have experience in not-for-profit governance, conservation, natural sciences, fundraising, and/or are recognized community stewards who have and demonstrate a passion for Niabi Zoo and its future growth and development as a community science center.

#### Section 2. Selection, Appointment & Term

The President of the Forest Preserve Commission shall with the advice and consent of the Advisory Board and the Forest Preserve Commission make the initial appointments to the Advisory Board. At the first regularly scheduled meeting of the members, the terms shall be determined by lot with no more than half of the members serving a two (2) year term and at least half serving a three (3) year term. Upon completion of the initial terms, terms for an Advisory Board member shall be for two (2) years and such appointments shall be made in September of each year by the Forest Preserve President with the advice and consent of the Advisory Board and the Forest Preserve Commission.

#### Section 3. Resignation

Any of the members of the Advisory Board may resign at any time, either by oral tender of resignation at any meeting of the Advisory Board or by giving written notice thereof to the Chairman of the Advisory Board or President of the Forest Preserve Commission. Such resignation shall take effect at that time. A notice of one month is beneficial to allow for the vacant position to be properly filled. Members who are absent, excused or not excused, for two consecutive regularly meetings will be considered resigned members, unless the Advisory Board determines that Good cause exists to have the individual remain on the Advisory Board.

#### Section 4. Removal

Any of the members of the Advisory Board may be removed by action of a majority of the Forest Preserve Commission.

#### Section 5. Vacancies

The Forest Preserve President, with the advice of the Advisory Board and consent of the Forest Preserve Commission shall fill any vacancy on the Advisory Board within 60 days. The Forest Preserve Commission President to insure continuity will take action to fill the any vacant member's positions by appointment or by re-appointment. Any member appointed to fill a vacancy will serve the remainder of a term.

### Article V

#### Meetings of the Community Advisory Board

##### Definitions.

*A "meeting" is defined by the Open Meetings Act (5 ILCS 120/1.02) as any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose discussing public business.*

*A "public body" defined by the Open Meetings Act (5 ILCS 120/1.02) includes all legislative, executive, administrative or advisory bodies of the State, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, and any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees which are supported in whole or in part by tax revenue, or which expend tax revenue, except the General Assembly and committees or commission thereof.*

*A "quorum" is the minimum number of members that must be present at any of its meetings to make the proceedings of that meeting valid. The Community Advisory Board is an established committee and public body of the Rock Island County Forest Preserve District. A majority of the members of the Community Advisory Board shall constitute a quorum for the discussion of business. Note: A quorum cannot include half of a person, therefore the number is rounded up.*

*A "majority of a quorum" is the smallest number of members of a public body able to control action when a bare quorum is present. A "majority of a quorum" is a sliding figure, easily computed, that increases with the size of the public body. For this example, if the public body has eleven (11) members, a quorum of that body is six (6), and a majority of the quorum is four (4). Therefore, four (4) is the smallest number of members of the body to which the term "meeting" applies. If the Community Advisory Board has eleven (11) members, a quorum would be six (6) and a majority of the quorum is four (4). Thus, up to three (3) members of the Community Advisory Board could gather to discuss public business without that gathering constituting a "meeting" of the Community Advisory Board.*

##### Section 1. Organizational Meeting

The Advisory Board shall meet annually in October to elect a Chairperson, Vice-Chairperson and Secretary from its members. The officers shall be chosen from Advisory Board members, excluding any ex-officio member. The Advisory Board and Zoo Director shall also determine a meeting schedule for the upcoming year. Meeting dates shall be provided to the President of the Forest Preserve Commission and published on the Forest Preserve District's website.

#### Section 2. Place of Meeting

Meetings of the Advisory Board will be held in the Administrative Building at Niabi Zoo, 13010 Niabi Zoo Road, Coal Valley, IL 61240 or at such other place as may be designated for that purpose from time to time by the Chairman of the Advisory Board in accordance with the Illinois Open Meetings Act.

#### Section 3. Regular Meetings

The Advisory Board's regularly scheduled meetings shall be held before the regularly scheduled monthly meeting of the Forest Preserve Commission. A written summary from the regularly scheduled meeting shall be prepared by the Secretary and provided to the Forest Preserve President. The Advisory Board shall be subject to all applicable Illinois Open Meetings Act laws and requirements.

#### Section 4. Special Meetings

The Advisory Board may schedule any additional meetings as necessary provided the specified requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. are followed.

#### Section 5. Notice of Meetings

Proper notice of meetings of the Advisory Board shall comply with the requirements set forth in the Illinois Open Meetings Act, 5 ILCS 120/2 et seq. Notice of time and place of all meetings shall be sent to the members of the Advisory Board members by email notification at least five (5) days in advance of all regularly scheduled meetings, and at least two (2) days in advance of all special or additional meetings. The notice shall contain an agenda which complies with the requirements of the Illinois Open Meetings Act, which agenda may be amended within the statutory time frames. Such agenda shall be posted on the District website, Rock Island County Building and Niabi Zoo Administrative Office in public view at all times.

#### Section 6. Quorum

A majority of the Advisory Board shall constitute a quorum for the discussion of related business at any meeting of the Advisory Board.

#### Section 7. Minutes

Minutes of all meetings of the Advisory Board shall be kept and approved by the Advisory Board in compliance with the Illinois Open Meetings Act. All minutes shall be posted on the District website within seven (7) days of their approval by the members of the Advisory Board.

#### Section 8. Documents

All documents and records of the Advisory Board shall be subject to the Illinois Freedom of Information Act, 5 ILCS 140 et seq.

#### Section 9. Operating Guidelines

The operating guidelines of the Advisory Board shall only be amended by Resolution by the Forest Preserve Commission.

**ADOPTED**, by the Forest Preserve Commission of Rock Island County, Rock Island, Illinois, this 18 day of July, 2017.

# **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT GOVERNING AUTHORITY PHILOSOPHY STATEMENT OF NIABI ZOO APPROVED OCTOBER 2018**

## **General Philosophy Statements**

The Rock Island County Forest Preserve Commission is supportive of the District's Niabi Zoo abiding by the Association of Zoos & Aquariums Accreditation Standards, Code of Professional Ethics, and Bylaws (See Exhibit A). While the Forest Preserve Commission recognizes and supports the District and Niabi Zoo's goals and objectives, the Forest Preserve Commission should be fully informed of plans, operations and initiatives. The Forest Preserve Commission is willing to support (in theory and finance) the continued advancement of Niabi Zoo's mission of working today to assure a better tomorrow for all living things, its goals, and objectives (including, but not limited to, animal welfare, conservation projects, education, scientific studies, advancement in exhibit design, and quality visitor experiences.) The Forest Preserve Commission acknowledges that the Zoo Director should and shall be present at all meetings in which the Forest Preserve Commission considers policy or other matters that would specifically affect the operations of Niabi Zoo.

The Forest Preserve Commission understands it is critical that an AZA-accredited zoo's governing body provide attentive and consistent oversight and as well as support to assure the Zoo Director and zoo staff have the ability to continuously provide good animal welfare in a profession which standards are ever increasing. Consistent and strong support of the Zoo Director and institutional best practice policies adopted by the Forest Preserve Commission help avoid or mitigate shortfalls and other conditions that could potentially affect the quality of animal welfare within the zoo. While the Forest Preserve Commission may have input or comments pertaining to the adoption of policy, the decisions regarding Niabi Zoo's animal care must be made by the Zoo Director who is specifically trained to handle the Zoo's animals, staff, volunteers, and programs. In order for the Forest Preserve Commission to provide consistent oversight the Zoo Director should maintain and follow a Zoo Master Plan, Animal Acquisition & Disposition Policy, Institutional Collection Plan, Euthanasia Policy, Institutional Conservation Plan, and any other such plans or policies necessary requested by the Forest Preserve Commission.

The Zoo Director recognizes that the Forest Preserve Commission has the responsibility for adopting policy matters and providing oversight for the Rock Island County Forest Preserve District which includes Niabi Zoo. The Forest Preserve Commission recognizes the Zoo Director is responsible for the day-to-day management of Niabi Zoo, specifically and including animal acquisition/disposition, transfer, welfare, euthanasia, and animal reintroduction, staff, volunteers, and it's programs.

The lines of communication between the Zoo Director, the District Director, the Forest Preserve Commission, and any support or partnering organization must be clearly defined. Additionally, the governing authority of the Forest Preserve Commission shall not be compromised and support or partnering organizations must be structured so that their relationship to the professional staff and volunteers is clearly understood and followed. If clear lines of communication do not exist, a breakdown in the operations of Niabi Zoo and the care of the animals could be compromised. The Forest Preserve Commission acknowledges it is essential to

have a good working relationship between itself, a support or partner organizations, Zoo Director, and the staff and volunteers.

# EXHIBIT A

## Association of Zoos & Aquariums Accreditation Standards

### ***PREAMBLE***

#### **AZA Accreditation - PURPOSE**

AZA accredited zoos and aquariums are complicated operations with important goals. The highest goals of AZA accreditation include exemplary animal care and welfare, and inspiring guest engagement through effective education and conservation. AZA accreditation standards and requirements represent decades of modernization utilizing science, experience, and an unrelenting resolve to create a positive and lasting impact on guests, and to conserve our world's wild animals and wild places.

The AZA Accreditation Program provides all zoos and aquariums the opportunity to examine, meet, or exceed the highest standards in the profession. The accreditation process combines internal (stakeholder) and external (peer-review) top to bottom assessment, resulting in the most scrutinized, specialized and dynamic organizations in the world dedicated to animal care, welfare and well-being, public engagement, education, and conservation and science. Institutions successfully accredited by AZA must continuously demonstrate excellence in all areas of operations and regularly adapt to new and evolving standards.

#### **AZA Accreditation -PROCESS**

To achieve AZA accreditation, an institution requires extraordinary vision and leadership, and a comprehensive team effort to attain excellence in all areas of operations and management. The accreditation process begins when institutional stakeholders study and commit to the gold-level standards available under the accreditation tab at AZA.org. AZA accreditation requires full adherence to all standards on a daily basis. The core areas of self and peer evaluation include:

***Animal Care, Welfare, & Well-Being*** (Excellence in Animal Care and Welfare)

***Veterinary Care*** (Excellence in Animal Health Care)

***Education & Interpretation*** (Innovation in Science and Conservation Education)

***Conservation & Scientific Advancement*** (Measurable Impact in Science)

***Vision, Mission & Master Plan*** (Values, Goals, Plans, and Outcomes)

***Governance*** (Oversight, Ethics, and Community Leadership)

***Finance*** (Business Management and Accountability)

***Staff*** (Professional Team Development and Management)

***Guest Services*** (Quality Visitor Amenities and Attraction Services)

***Safety & Security*** (Public and Animal Safety, Staff Training, and Preparedness)

***Physical Facilities*** (Quality Construction, Maintenance, and Design of all Facilities)

***Support Organizations*** (Internal Support and Partnerships)

Understanding, engaging, and committing to the advancement of standards and related policies in all areas of AZA assessment constitutes “modern zoological practices and philosophies”.

These practices and philosophies define excellence in our profession, and are what distinguish AZA accredited institutions from all other institutions that have animals for guests to see and appreciate.

Because of the many variations among institutions, the majority of AZA standards are carefully designed to be *performance* standards (i.e., assessing the level of achievement considered acceptable to fulfill a performance characteristic, and choice in method for meeting the goal).

This differs from *engineering* standards, where exact and precisely prescribed steps are required to fulfill an engineering characteristic, with little or no variation in method for meeting the goal.

AZA institutions may achieve performance standards in a variety of ways, but *all* standards ***must*** be met.

## **AZA Accreditation - PRODUCT**

AZA accredited institutions are differentiated as exemplary facilities through the vigorous and voluntary commitment to shared high standards, achieving measurable goals, and continually pursuing outcomes that benefit animals, guests and communities. Distinguishing characteristics of an AZA-accredited institution include:

- Extraordinary focus on animal care, welfare, and well-being\*
- Modern facilities and practices for comprehensive veterinary care
- Scientific advancement in animal care and conservation
- Focus and participation to support sustainable animal populations
- Exhibit aesthetics and habitat studies, planning, and design
- Innovative and inspirational educational programs and experiences
- Excellence in guest engagement and effective guest services
- Economic development and community partnerships
- Professional staff development and training
- Comprehensive preparedness in public and animal safety
- Sound business planning and financial management
- Dynamic and mission-driven strategic and master planning
- “Raising the bar” and regularly advancing operational standards

**\*AZA zoo and aquarium standards support the premise of five opportunities.**

**These tenets propose that animals: (1) receive nutritionally complete diets that bring out the natural feeding response and behavior; (2) are afforded comfortable living experiences with choice and control to promote mentally and physically healthy behaviors; (3) experience good physical health; (4) are provided quality spaces to live in with appropriate social groupings that promote natural, species-appropriate and motivated behavior; and (5) develop natural coping skills and avoid chronic stress.**

IMPORTANT NOTE: All AZA accredited institutions and certified related facilities must follow all local, state, and federal laws and/or regulations. Some AZA standards may be more stringent than existing laws and/or regulations. In such cases, the AZA standard(s) must be met.

A full list of AZA accreditation materials can be found at <https://www.aza.org/accred-materials>

# **Association of Zoos & Aquariums**

## **Code of Professional Ethics**

Originally adopted by the AZA Board of Directors September 1976, amended March 2017

### **Preamble to the Code of Professional Ethics**

Our profession is based on respect for the dignity of the animals in our care, the people we serve, and our fellow professionals and volunteers. Members of the Association of Zoos and Aquariums ("AZA") have an important role in the preservation of the species on our planet. To fulfill this evolving role, we must have strong relationships with the public, the animals under our care, and with each other. A consequent obligation of membership is to maintain the highest degree of ethical conduct. Members must display at all times the courage and foresight to act with professionalism in dealing with animals in their care and with their fellow human beings. With actions guided by these principles, ours will continue to be a highly respected profession.

### **Code of Professional Ethics**

The following Code of Professional Ethics of the Association of Zoos and Aquariums (AZA) shall form the basis for all disciplinary actions of the Association.

Deviation by a member from the AZA Code of Professional Ethics or from any of the rules officially adopted by the Board of Directors supplemental thereto, or any action by a member that is detrimental to the best interest of the zoo and aquarium profession and the AZA, shall be considered unethical conduct. The member shall be subject to investigation by the AZA Ethics Board and, if warranted, to disciplinary action by the Ethics Board and/or the AZA Board of Directors. The Code is intended as an inspirational guide for members and as a basis for disciplinary action.

This Code cannot apply to nonmembers, except as they have agreed to follow the Code in a signed agreement to participate in an AZA program. This Code defines the type of ethical conduct the public has a right to expect, not only of staff members of an institution but also of their nonprofessional employees and associates in all matters pertaining to professional zoological park and aquarium employment. The director and/or governing authority of a member institution should ultimately be responsible for the conduct of their employees and others affiliated with the member institution.

The Obligations of Professional Ethics set forth are aspirational in character and represent the objectives towards which every member should strive.

The Code's Mandatory Standards, unlike the Obligations of Professional Ethics, are mandatory in character and, if violated, may result in disciplinary action. The Mandatory Standards, to be uniformly applied to all members, establish a level of conduct below which no member may fall without being subject to disciplinary action. The Code makes no attempt to prescribe either disciplinary procedures or penalties for violation of Mandatory Standards. The severity of judgment against a member found to be in violation of a Mandatory Standard shall be determined by the character of the offense and the attendant circumstances. The Ethics Board, in applying the Mandatory Standards, may find interpretive guidance in the basic principles embodied in the standards and objectives reflected in the Obligations of Professional Ethics.

The Board of Directors and Ethics Board shall be responsible for interpreting the Code of Professional Ethics, subject to all provisions of the Charter and Bylaws. The Ethics Board shall investigate allegations, render decisions, and prescribe subsequent actions and/or penalties. An appeal may be made to the AZA Executive Committee within thirty (30) days of the date of transmitting the Ethics Board decision to the complainant and defendant. Appeals may be granted if the Executive Committee concludes that the complainant or defendant appealing the Ethics Board decision has demonstrated that (1) there are new facts, not known at the time of the Ethics Board investigation, which the Executive Committee believes may have changed the outcome; or (2) the Ethics Board did not follow relevant AZA procedures; or (3) the penalty recommended by the Ethics Board was excessive under the circumstances. An appeal shall be

granted upon a majority vote of the AZA Executive Committee. If the request for an appeal is granted, the Board of Directors shall hear the appeal at its next regularly scheduled meeting. The appellate decision of the Board of Directors shall be final and cannot be appealed.

#### I. Obligations of Professional Ethics

In order to promote high standards of conduct in our profession, the AZA has formulated the following basic principles for the guidance of its members:

A member of the AZA must:

- Recognize the moral responsibilities of the individual and the institution not only to our professional associates, fellow employees and volunteers, and the public, but also to the animals under our care.
- Display the highest integrity, the best judgment or ethics possible, and use of professional skills to the best interests of all.
- Deal fairly with members in the dissemination of professional information and advice.
- Use only legal and ethical means when seeking to influence governmental legislation or regulations.
- Promote the interests of wildlife conservation, biodiversity, and animal welfare to the public and to colleagues.
- Maintain high standards of personal, professional, and business conduct and behavior.
- Promote the interests of AZA and fully share in the work in support of the concepts and ideals of AZA.
- Cooperate with qualified zoos/aquariums and other qualified persons/organizations in breeding programs of endangered and other species.
- Aid the professional development of those who enter the zoological park and aquarium profession by assisting them to understand the functions, duties, and responsibilities of the profession.
- Seek opportunities to be of constructive service in civic affairs and, advance the understanding of all nature to the community.
- Encourage publication of significant achievements in breeding husbandry, medical technology, architecture, etc., in the appropriate publications generally familiar to members.
- Endeavor at all times to improve zoos and aquariums.

#### II. Mandatory Standards

##### **1. Maintaining Integrity and Competence of the Zoological Park and Aquarium Profession**

- A member shall make no materially false statement or deliberately fail to disclose a material fact in connection with an application for membership or accreditation in AZA.

##### **2. Misconduct**

- A member shall not violate a Mandatory Standard.
- A member shall not solicit the aid of another individual to circumvent, or assist another to violate, a Mandatory Standard.
- A member shall not knowingly engage in activities contrary to local, state, federal, or international laws as such laws relate to our profession; and a member will, to the best of his or her ability, cooperate with governmental agencies regulating animal welfare and animal transactions.
- A member shall not engage in conduct that adversely affects, or is prejudicial to, the concepts and ideals of the AZA.

- A member shall make every effort to assure that all animals in his/her collection and under his/her care are disposed of in a manner which meets the current disposition standards of the Association and do not find their way into the hands of those not qualified to care for them properly.

### **3. Disclosure of Information**

- A member shall not knowingly misinform others regarding animal records or specimen disposition, professional information, and advice.
- A member shall not alter animal records or alter the facts concerning age, condition, or other material information about any animal in order to affect the sale, trade, loan, or other transaction with respect to such animal.
- A member shall immediately bring to the attention of the Ethics Board of the AZA any information concerning a clear violation of a Mandatory Standard.
- A member shall issue no statement to the public which he/she knows (or should know) to be false or misleading.

#### **General Advisories**

The policies outlined below have been previously adopted by the AZA Board of Directors and are considered to expand the interpretation of the AZA Code of Professional Ethics that was developed to guide ethical conduct of all members. Amendments can be proposed by the AZA Board of Directors, the Ethics Board, and/or AZA members. Any proposed changes shall be reviewed by the Ethics Board and, as appropriate, by legal counsel. Proposed changes shall be submitted to the AZA Board of Directors for action.

#### **Animal Auctions (1981)**

AZA members offering wildlife for sale at auctions attended by the general public are in violation of the AZA Code of Professional Ethics, specifically Mandatory Standards, 2-e, which states, "As a member of AZA, I pledge to...make every effort to assure that all animals...do not find their way into the hands of those not qualified to care for them properly."

#### **Use of Animal Exchange (1984)**

Individuals may utilize Animal Exchange to purchase specimens if the following criteria are followed: the individual should, during the initial contact, identify his or her intentions and make the seller aware if the specimen(s) will go to the purchaser's private collection and not the zoo in question (adopted by the Ethics Board at the direction of the AZA Board).

#### **Notification of Ethics Code Violations (1986; revised 1993)**

Copies of all final actions (the denial of an appeal to the Executive Committee or notification to the complainant and defendant of the appellate decision) regarding violations of the Code of Professional Ethics shall be sent to the Director, Chief Executive Officer, or Governing Authority of the institution of the defendant(s) involved. Such final actions shall be published in *Communique*, including a brief and factual statement of the action, including the name(s) of the defendant(s) involved in the violation and a listing of the sections of the Code which were violated to provide guidance for AZA members.

#### **Procurement of SSP Animals (1986; modified 1990; revised 1993)**

Attempts by members to circumvent AZA conservation programs in the procurement and/or disposition of specimens of SSP animals are detrimental to the Association and its conservation programs. Such action may be detrimental to the species involved and could be construed as a violation of the Association's Code of Professional Ethics. All Association members should work through SSP coordinators and appropriate propagation groups in efforts to procure or dispose of specimens of SSP species.

#### **Ethics Board**

The Ethics Board, elected by the membership, has separate duties from the AZA Board of Directors. The Ethics Board shall consist of nine (9) members. The Ethics Board proposed guidelines on the function of the Ethics Board for consideration during the San Diego Annual

Conference in 1977. The AZA Board of Directors unanimously adopted these guidelines and revised them in 1993:

1. All Ethics Board matters shall be handled in accordance with the objectives and standards of the Association's Code of Professional Ethics.
2. Matters called to the attention of the Ethics Board must be in writing and addressed to the Chair or any member of the Ethics Board. The ethics charge must be signed by the complainant and must contain a full statement of the matter to be reviewed by the Ethics Board.
3. An individual filing an ethics complaint shall be advised that full disclosure of the complaint shall be made available to all parties concerned. At this time, the complainant has the right to withdraw the complaint; and thus, the matter will be closed.
4. The Ethics Board, the complainant, and the defendant shall at all times during the investigation maintain strict confidentiality regarding the case.
5. The initial responsibility of the Ethics Board is to determine the validity of the charge(s). If the charge(s) appears to be valid, the Ethics Board shall initiate a full investigation. Once a full investigation is initiated, the Ethics Board must determine if an Ethics Code violation has occurred and what action and/or penalty is necessary. In making its determination, the Ethics Board shall consult, where necessary or appropriate, with AZA legal counsel. The Ethics Board has the responsibility and authority to issue a judgment and determine disciplinary actions. The AZA Board of Directors serves as an appellate board.
6. The AZA Board of Directors may also direct the Ethics Board to perform additional duties as needed.

The following procedures are hereby established:

1. The Chair of the Ethics Board will distribute copies of all duly received ethics complaints to members of the Ethics Board, the Chair of the AZA Board of Directors, the AZA President/CEO, Executive Director, and the AZA Board Liaison to the Ethics Board. All correspondence pertaining to the case shall be marked "Confidential." The Chair shall request each Ethics Board member to render an opinion as to the validity of the complaint and make a recommendation on how to proceed and action to be taken.
2. The Chair shall review all recommendations, suggest an Ethics Board action and, if necessary, arrange an appearance before the Ethics Board and/or a site visitation.
3. The Ethics Board may dismiss any charge for which there is insufficient evidence to pursue the investigation or for which there is no apparent violation of the Ethics Code. The complainant, defendant, and the Board of Directors shall be notified by the Ethics Board of the decision, for which there is no appeal.

The Ethics Board may determine that there is no clear violation or proof of a violation but that there is concern about the conduct of a member. The Ethics Board may issue a letter of concern.

If the Ethics Board determines that a violation of the Code has occurred, the following options shall be considered: (A) Letter of Reprimand from the Ethics Board. (B) Letter of Reprimand from the Ethics Board and the AZA Board of Directors. (C) Censorship and suspension of certain membership privileges (up to 2 years), to be determined on a case-by-case basis. (D) Expulsion from AZA membership for a minimum of two years. The Ethics Board may function as an investigative body as it determines whether or not a violation has occurred. The Ethics Board shall make its determination based upon the greater weight of the evidence presented to it. Ethics matters often do not involve legal

matters but are founded on moral values and industry standards and practices. Where necessary or appropriate, the Ethics Board shall consult with AZA legal counsel.

4. The Ethics Board shall deliberate, during a meeting or conference call, on the final determination and action to be taken. Actions by the Ethics Board shall require a two-thirds (2/3) vote of its members. When a two-thirds (2/3) majority vote of guilty is not received the issue shall be dropped.

The Chair of the Ethics Board shall submit a report to the Chair of the AZA Board of Directors, AZA President/CEO, AZA Executive Director, and the AZA Board Liaison to the Ethics Board, and legal counsel, if necessary, with the Ethics Board's findings and course of disciplinary action to be taken prior to advising the complainant and defendant.

The Chair of the Ethics Board shall advise the complainant and the defendant in writing of the findings and action taken by the Ethics Board. If the complaint is filed against an AZA-accredited Institution or against the Director of the Institution the Chair shall send a written copy of the substance of the findings and action to the principal officer of the Institution's governing board. If the complaint is filed against a member of the staff, other than the Director, a written copy of the substance of the findings and action will be sent to the Director of the Institution.

An appeal may be made to the AZA Executive Committee within thirty (30) days of the date of mailing the Ethics Board decision to the complainant and defendant. The Executive Committee must decide whether or not to grant the appeal within forty-five (45) days of its receipt and so advise the appellant. Appeals may be granted if the Executive Committee concludes that the complainant or defendant appealing the Ethics Board decision has demonstrated that (1) there are new facts, not known at the time of the Ethics Board investigation, which the Executive Committee believes may have changed the outcome; or (2) the Ethics Board did not follow relevant AZA procedures; or (3) the penalty recommended by the Ethics Board was excessive under the circumstances.

Appeals shall be granted upon a majority vote of the AZA Executive Committee. The AZA Board of Directors shall hear the appeal at its next regularly scheduled meeting. The appellate decision of the Board of Directors shall be final and cannot be appealed.

At least one member of the Ethics Board shall be present during the appeal.

The Ethics Board shall notify the complainant and the defendant of the final action of the AZA Board of Directors once the appellate decision has been rendered.

# **Association of Zoos & Aquariums**

## **Bylaws**

### **ARTICLE I. Officers and Board of Directors**

#### **Section 1. Officers and Board of Directors**

The affairs of the Association shall be managed by an elective Board of Directors of four (4) officers and nine (9) other members. The officers shall be a Chair, Chair-Elect, Vice Chair, and Immediate Past Chair. The President and Chief Executive Officer of the Association shall also be a member of the Board of Directors ex officio without the right to vote, and he/she shall serve as Secretary of the Board of Directors.

The elective officers shall serve from the conclusion of the Annual Conference through the next Annual Conference, or until their successors are elected, whichever is later. They may not serve for more than two (2) consecutive terms in the same office. The other directors shall serve from the conclusion of the Annual Business Meeting closest to their election through the next three (3) Annual Business Meetings, or until their successors are elected, whichever is later; and they may not serve two (2) full terms consecutively.

The terms of the nine (9) directors who are not officers shall overlap, with three (3) directors elected for full terms each year.

The Directors may adopt such rules and regulations for the conduct of business as they deem advisable, within limits of the Charter and Bylaws, and may appoint such agents, as they consider necessary. The Directors shall establish standing committees to assist in the management of Association affairs. No member of the Board of Directors entitled to vote shall receive compensation for service as a Director.

#### **Section 2. Executive Committee**

The Executive Committee of the Board of Directors shall be the four (4) elective officers, one additional Director elected annually by the Board of Directors at the time of the annual Board meeting of the Association, and President and Chief Executive Officer ex officio without the right to vote.

This committee shall transact other business between meetings of the Board of Directors only when necessary. In such matters, the Executive Committee shall have and may exercise any and all powers of the Board of Directors; but all actions shall be subject to ratification by the Board of Directors at its next meeting. The Board of Directors is expected to uphold any commitments or obligations incurred in good faith and for expediency by the Executive Committee. Three (3) voting members shall constitute a quorum of the Executive Committee, and three (3) votes shall be required for any official action by this committee.

#### **Section 3. Meetings**

The Board of Directors shall hold two (2) regular meetings annually to consider adoption of the annual budget, reports, and recommendations of committees, work of the President and Chief Executive Officer, actions of the Executive Committee, and other appropriate business.

A special meeting shall be called by the Chair at the request in writing of seven (7) members of the Board of Directors, or by the Chair upon his/her own judgment of necessity. Notice no less than five (5) days in advance shall be required for such special meetings.

A majority of the Board of Directors (seven [7] members) shall constitute a quorum for the transaction of business. Seven (7) votes shall be required for any official action by the Board of Directors, where not otherwise specified in these Bylaws.

Directors may participate by conference call and each such Director on the conference call shall be counted towards the quorum.

- A director may waive any notice required by these bylaws before or after the date and time stated in the notice. The waiver must be in writing, signed by the director entitled to the notice, and filed with the minutes or corporate records.

- A director's attendance at or participation in a meeting waives any required notice to him or her of the meeting unless the director at the beginning of the meeting or promptly upon his or her arrival objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting

#### **Section 4. Vacancies**

Persons filling vacancies must meet all qualifications that would be necessary for election by the membership. Appointees and special electees shall serve for the remainder of the previous individuals' term but may stand as candidates for regular terms.

A vacancy in a directorship shall be filled by appointment by the Board of Directors or by special election as determined by the Board of Directors.

In the event of death, permanent disability, resignation, or other cause vacating the offices of Chair, Chair-Elect, or Vice Chair, the following shall occur: *Chair*: the Chair-Elect becomes Chair; *Chair-Elect*: the Vice Chair becomes Chair-Elect; *Vice Chair*: a special election shall occur as soon as candidates have been offered by the Nominating Committee.

#### **Section 5. Absences**

Any officer or other director absent from a meeting of the Board of Directors shall notify the Chair or the President and Chief Executive Officer of the reason for absence. The Board of Directors shall decide in each instance if the absence is excusable. Two consecutive unexcused absences shall disqualify any member, and his/her position on the Board of Directors shall be declared vacant.

#### **Section 6. Duties of Elective Officers**

The elective officers shall perform the usual duties of their offices and such other duties as may be determined by the Board of Directors in accordance with the Bylaws. The Chair shall be an ex officio member of all committees, except the Nominating Committee and Ethics Board, without the right to vote.

### **ARTICLE II. Committees, Service Commissions, and Advisors**

#### **Section 1. Nominating Committee**

There shall be a Nominating Committee appointed annually. The number of Nominating Committee members shall initially be nine (9) and thereafter shall be established from time to time by resolution of the Board of Directors which number shall be no less than five (5) and no more than nine (9). The incoming Chair shall appoint one (1) member from the current Board of Directors and three (3) to seven (7) members (as applicable) who have not held an elective office within the previous three (3) years and have been Professional Fellow members in good standing for five (5) years or more. The Immediate Past Chair (or, in the event of his/her unavailability, the temporarily closest predecessor) shall serve as chair of the committee. Pursuant to Article IV of these Bylaws, this committee shall submit to the membership nominations for elective offices and the Board of Directors as described in Article I, Section 1, of these Bylaws and for the Ethics Board as described in Article II, Section 5, of these Bylaws. This committee shall not nominate any of its members for such service.

#### **Section 2. Membership Committee**

There shall be a Membership Committee of nine (9) members appointed for three year terms. The nine (9) members shall serve overlapping terms, with three (3) appointed for full terms each year. The incoming Chair shall make the appointments for full terms, fill other vacancies, and designate the chair and vice-chair for the year.

This committee shall make recommendations for action to the Board of Directors. The committee shall also promote memberships and perform related duties.

#### **Section 3. Accreditation Commission**

There shall be an Accreditation Commission of twelve (12) Professional Fellows appointed for three year terms. The twelve (12) members shall serve overlapping terms, with four (4) members appointed for full terms each year. The incoming Chair shall make the appointments for full terms and fill other vacancies. He/She shall also designate the chair and vice-chair for the year, but they must have at least one year's previous service on the Commission.

The Commission shall establish professional standards for member institutions, subject to the approval of the Board of Directors. On the basis of those standards, the Commission shall have evaluations made of institutions applying for professional recognition. Following its review of an evaluation, the Commission shall, by a two-thirds (2/3) majority vote, grant or deny accreditation on behalf of the Association. Denial of accreditation automatically causes the institution to lose its membership, which cannot be reinstated except by special decision of the Executive Committee or until the institution applies and qualifies for accreditation.

Appeals by applicant institutions of decisions of the Accreditation Commission may be made to the Executive Committee of the Board of Directors. A request for an appeal may be made to the Executive Committee within thirty (30) days of mailing of the Commission's decision regarding the loss of accreditation and Institution membership. The Executive Committee must decide whether or not to grant the appeal within forty-five (45) days of its receipt and so advise the appellant. If an appeal is granted, it will be heard by the Board of Directors at its next regularly scheduled meeting. The decision of the Board of Directors is final and cannot be appealed.

A notice of loss of accreditation and Institution membership shall be published in *Connect* in the event that (1) no appeal is filed within 30 days of the notification, or (2) the request for an appeal is denied by the Executive Committee, or (3) the Board of Directors notifies the complainant or defendant of its appellate decision. Such notice shall consist of a brief and factual statement of action.

The Commission shall review periodically, but at least once every five (5) years, the continuation of accreditation. The Commission may also, from time to time, advise or recommend other actions to the Board with respect to maintenance of professional standards and practices by member institutions.

The Commission shall establish professional standards for Related Facilities, subject to the approval of the Board of Directors. On the basis of those standards, the Commission shall have evaluations made of Related Facilities applying for professional recognition. Following its review of an evaluation, the Commission shall, by a two-thirds (2/3) majority vote, grant or deny certification on behalf of the Association. Denial of certification automatically causes the institution to lose its membership, which cannot be reinstated pending the outcome of the appeal except by special decision of the Executive Committee or until the institution applies and qualifies for certification.

The appeal process for Related Facilities and the provision for publication of loss of certification and Related Facility membership are identical to those of accreditation applicants in paragraphs three and four of this Section 3 as if fully restated. The decision of the Board of Directors is final and cannot be appealed.

The Commission shall review periodically, but at least once every five (5) years, the continuation of certification.

#### **Section 4. Ethics Board**

There shall be an Ethics Board of nine (9) Professional Fellow members elected by the voting membership for three year terms. The nine (9) members shall serve overlapping terms, with three (3) members elected to full terms each year. Vacancies on the Ethics Board may be filled by appointments by the Board of Directors. Appointees shall serve for the remainder of the previous individuals' term but may stand as candidates for regular terms. The Ethics Board shall elect its chair and vice-chair annually.

The Ethics Board shall establish and maintain a professional code of ethics governing members of the Association, subject to the approval of the Board of Directors. The Ethics Board shall investigate any formal written complaints of violations of the Code of Professional Ethics, render decisions, prescribe subsequent actions and/or penalties, make recommendations for amendments to the Code of Professional Ethics, and initiate investigations on its own with or without charges. The Ethics Board, after a full and impartial investigation, and with a two-thirds (2/3) majority vote for a violation of the Code of Professional Ethics, Charter, Bylaws, or any rule or resolution adopted by the Association or any conduct prejudicial to the interests of the

Association, shall issue determinations based on those findings and has the authority to issue warnings, reprimand, suspend certain membership privileges, or expel members. Following action by the Ethics Board, the member (defendant) shall be notified by certified mail of the action taken. This action becomes effective upon notification, or unless otherwise decided by the Executive Committee. There shall be an appeal process to the Executive Committee of the Board of Directors. A request for an appeal may be made to the Executive Committee within thirty (30) days of notification. The Executive Committee must decide whether or not to grant the appeal within forty-five (45) days of its receipt and so advise the appellant. A notice shall be published in *Connect* in the event that (1) no appeal is filed within 30 days of notification, or (2) the request for an appeal is denied by the Executive Committee, or (3) the Board of Directors notifies the complainant or defendant of its appellate decision. A notice shall appear in *Connect* only if the final action is to expel, suspend or temporarily revoke membership. No notice shall be published in *Connect* if the final action was a letter of reprimand or a warning, unless deemed necessary by the Ethics Board. Notices shall consist of a brief and factual statement of the action, including the name(s) of the defendant(s) and a listing of the section(s) of the Code which was violated to provide guidance for members.

#### **Section 5. Other Committees**

The Board of Directors may establish standing committees not otherwise provided for in the Bylaws, and the Chair may establish such special committees as may be required from time to time to carry out the objectives of the Association.

All standing committees not specified in these Bylaws shall be appointed for terms of three (3) years, with one third (1/3) of the members of each committee appointed for full terms by the incoming Chair, who shall also have the right to fill vacancies for unexpired terms. In the initial establishment of a standing committee, the Chair shall appoint the entire committee as follows: one third (1/3) of the members to serve one year terms, one third (1/3) of the members to serve two year terms, and one third (1/3) to serve three-year terms. The chair and vice-chair of a standing committee shall be designated anew each year by the incoming Chair. Annually, Committee chairs shall send the incoming Chair an evaluation of the performance of each Committee member. The incoming Chair may remove members of any Committee at his/her discretion for non-performance.

Special committees appointed by the Chair shall be of such size and their members shall have such terms as directed.

#### **Section 6. Committee Requirements**

Chair and Vice-Chair of all committees must be Professional Fellows, and members of Bylaws and standing committees must be members of this Association; but nonmembers may serve on special committees. Excepting the Executive Committee, members of committees may not serve more than two (2) full terms consecutively.

Unless otherwise indicated in the Bylaws, committees will function in accordance with rules and regulations set forth by the Board of Directors; and their work is subject to the approval of the Board of Directors.

Statements relating to terms of service shall be understood to mean the period from the conclusion of one Annual Business Meeting through the subsequent Annual Business Meeting.

#### **Section 7. Service Commissions**

Service Commissions may be established from time to time by the Board of Directors for special purposes. Their functions and relationships to the Association will be as defined by the Board of Directors.

#### **Section 8. Advisors**

The Chair may appoint such Advisors, as he/she deems necessary to assist in carrying out the objectives of the Association.

### **ARTICLE III. President and Chief Executive Officer**

The Board of Directors may appoint or employ a President and Chief Executive Officer who shall serve at its pleasure. Under the general supervision of the Chair and the Board of Directors,

he/she shall be responsible for the day to day operation of the Association, for providing material to and coordinating the work of committees, service commissions, advisors or agents, and for promoting and conducting the programs of the Association within policy guidelines of the Board of Directors in accordance with the Charter and Bylaws.

The President and Chief Executive Officer shall have the authority to employ personnel for the Association as provided for by the Board of Directors or its Executive Committee and to terminate the employment of such personnel. He/She shall have full authority, as well as the responsibility, to supervise the work of such personnel. He/She shall attend all meetings of the Board of Directors and its Executive Committee, but shall not be entitled to vote. He/She, likewise, may attend all meetings of Bylaws, standing, and special committees in an ex officio capacity without the right to vote.

The President and Chief Executive Officer shall be bonded in an amount set forth by the Executive Committee, and the Association shall pay the cost of such bond.

## **ARTICLE IV. Nominations and Elections**

### **Section 1. Nominations**

Nominations of candidates for officers, other directors, and members of the Ethics Board shall be made by the Nominating Committee. In addition to its own selections, the Nominating Committee must place the name of any qualifying Professional Fellow on the election ballot for position of Chair or Vice Chair when that name has been submitted to the committee before 15 March each year by a petition of nomination containing the signatures of at least ten (10) percent of the number of Professional Fellow members in good standing on 31 December of the preceding year.

All nominees must be Professional Fellows who have been Professional Fellow members in good standing for three (3) years or more at the time of election. The Nominating Committee must offer slates with at least one candidate for every vacant position, including a Chair-Elect, for which a single nomination will be made, and a Chair, for which it shall normally name the previous Chair-Elect. Each year the Nominating Committee will present two slates of candidates for Board election. The first slate will include a minimum of two zoo professionals competing for two elected vacancies. The second slate will include a minimum of one aquarium professional competing for one elected vacancy.

The chair of the Nominating Committee shall notify the candidates of their selection, or nomination by petition, and shall secure in writing their consent to have their names placed in nomination. Each candidate's governing authority or superior must also submit a letter stating that he/she may serve, if elected, and carry out the duties of the office, including attendance at Board of Directors or Ethics Board meetings, as appropriate, and the Annual Business Meeting of the membership. If such letters are not received, he/she shall be regarded as not qualifying; and such name shall not be placed in nomination.

### **Section 2. Elections**

Elections of officers, other directors, and members of the Ethics Board shall be by secret ballot distributed by electronic or other means no later than sixty (60) days before the annual Board meeting. The President and Chief Executive Officer shall prepare and distribute the official ballot and enclosures to all eligible voting members. The ballot shall provide for votes for persons other than the official nominees. Each voting member shall mark the ballot and return it no later than thirty (30) days prior to the annual Board meeting. The ballots shall be returned to and tabulated by a public accounting firm designated by the Board of Directors. The accounting firm shall certify the results to the President and Chief Executive Officer, who shall notify the candidates of the election results. Elections to the Board of Directors and Ethics Board shall be in order by number of votes. The Chair shall be called upon to cast an additional vote in the event of a tie. In such instances, the auditor shall telephone the Chair to obtain the vote. The voting process shall comply with such other rules as the Board of Directors may adopt, including protections to preserve the secrecy of the votes and deter misuse of ballots by persons ineligible to vote.

## **ARTICLE V. Meetings**

### **Section 1. Annual Business Meeting**

The Association shall regularly hold one business meeting for the membership in the fall of each year. The business of the annual meeting shall include reports of the Board of Directors, necessary action by the membership on resolutions and on recommendations of the Board, presentation of professional papers by members, and other appropriate items.

### **Section 2. Special Meetings**

Special meetings to consider a specific subject may be called by the Board of Directors upon the written request of fifty (50) voting members or upon its own initiative. Notice of any special meeting shall be distributed by electronic or other means to each member at least thirty (30) days in advance, stating time, place, and information on the subject(s) to be discussed. Business which is not specified in the call for the meeting may not be transacted by the membership at a special meeting.

### **Section 3. Regional Meetings**

Regional meetings of the membership may be scheduled and held in various places, with the approval of the Board of Directors. The primary purpose of regional meetings is to provide for the exchange of professional information. Although business of the Association may be informally considered, no action binding on the Association may be taken at such meetings.

### **Section 4. Quorum**

In any referendum or the annual business or special meetings, a quorum shall be a majority of participating voting members, provided that at least fifty (50) participate.

### **Section 5. Conduction of Meetings**

All meetings of the membership shall be conducted subject to normal parliamentary procedures and to such other rules and regulations as may be set forth by the Board of Directors. Host organizations for meetings must meet requirements established by the Board. Management for meetings will rest with the Association.

### **Section 6. Resolutions**

Resolutions and actions affecting the entire membership must be presented to the Board of Directors and approved by a majority of the Board of Directors (seven [7] members) before they may be presented to the membership for action, either by ballot distributed by electronic or other means or during the Annual Business Meeting or a special meeting of the membership. Approval by a majority of qualified members attending such a meeting or casting an authorized ballot shall be necessary for adoption. These resolutions shall be binding upon all members in all classifications, effective upon notification in an official publication of the Association, or upon receipt of a copy of the resolution by the member, whichever comes first.

In an emergency, a resolution may be adopted by a two thirds (2/3) majority of the Board of Directors. Such emergency resolutions become binding upon all members immediately upon notification and remain in effect unless rejected by the voting membership in a mail ballot or during the Annual Business Meeting or special meeting of the membership. The Board must present emergency resolutions for ratification by the membership within ninety (90) days of their adoption.

## **ARTICLE VI. Membership Requirements and Classifications**

### **Section 1. General Requirements**

Any person, institution, society, related facility, or corporation properly nominated and willing to abide by the Charter and Bylaws, the Code of Professional Ethics and all other rules and regulations of the Association, may be approved for membership provided they meet the requirements set forth in the various sections of this Article VI. Applications for Institution and Related Facility must first be reviewed by the Accreditation Commission, which shall take appropriate action or make recommendations to the Board of Directors; a two thirds (2/3) majority affirmative vote is required for election. All members in all classifications must be reviewed periodically, at least once every five (5) years, to determine if they continue to qualify for their current classification.

The Board of Directors shall charge the President and Chief Executive Officer with the responsibility of reviewing all membership applications and with administratively reclassifying members when it is apparent that such members no longer qualify for the classification of membership currently held.

Employees of commercial companies with zoological business interests may not hold an individual membership unless the company is a member.

## **Section 2. Institution**

Institution members shall be zoological parks, aquariums, wildlife parks, and oceanariums as defined in Article III of the Charter of the Association. They shall have regular and predictable hours that are convenient to the general public and which constitute more than a token opening. They shall further be defined as having as their primary business the exhibition, conservation, and preservation of the earth's fauna in an educational and scientific manner.

There shall be two kinds of Institution members: Domestic and International members.

Domestic Institution members shall be located in the United States of America. International Institution members shall be located outside the United States.

Applicants for Domestic Institution membership and for International Institution membership shall apply and qualify for accreditation. Administrative processing for Domestic and International Institution membership shall proceed concurrently, but membership shall be dependent upon accreditation. Domestic Institution and International Institution members shall be entitled to vote on all issues of the Association. Such votes may be cast by the chief executive officer of the Domestic Institution member or the International Institution member, or his/her authorized representative.

Domestic Institution and International Institution members may apply to enroll their noncontiguous wildlife breeding facilities, game farms, and conservation centers into membership, so long as such facilities are not open to the general public on a regular basis. Such facilities shall not be subject to accreditation requirements nor privileges, but shall undergo inspections and be certified as Related Facility members in accordance with procedures and requirements established by the Board of Directors.

## **Section 3. Conservation Partner**

Organizations that support the vision and mission of zoological parks, aquariums, wildlife parks, or oceanariums as defined in Article III of the Charter of the Association are eligible to become Conservation Partners. Such organizations which are directly associated with an Institution member, must be endorsed by the chief executive officer of the associated institution.

Organizations which are directly associated with non-Institution members, are not eligible for membership until the respective institution becomes an Institution member. Conservation Partner members shall not own or hold animals except as an official function with an associated Institution member. Conservation Partner members shall not have the right to vote.

## **Section 4. Related Facility**

Related Facility members shall not be commercial entities, and shall include wildlife ranches, wildlife refuges, research facilities, survival centers, breeding farms, wildlife sanctuaries, and/or similar organizations that may or may not be within the United States of America. Related Facility members must hold animal collections, shall not be open to the public on a regular basis and shall operate at a permanent location under the direction of a staff professionally trained in animal husbandry. The facility shall further be defined as having conservation and preservation as part of its mission, and its mission shall have a beneficial, tangible, supportive impact on the zoological and aquarium professions.

Related Facility members shall undergo and pass an inspection and review by the AZA Accreditation Commission every five years, and must meet AZA standards as designated appropriate for the Related Facility category in accordance with procedures and requirements established by the Board of Directors. Related Facility members shall be entitled to vote on all issues of the Association. Such votes may be cast by the chief executive officer and/or owner of the Related Facility, or his/her authorized representative.

## **Section 5. Professional Fellow**

Professional Fellow members shall be individuals who are employed full-time in a management capacity in or by an Institution or Related Facility member, as defined by the Association's Bylaws. Professional Fellow members may also be individuals employed full-time in a management capacity by a Conservation Partner that is directly associated with an Institution member.

Professional Fellow members shall have the right to vote. Only Professional Fellows who are employed by Institution members may chair committees or hold an elective office.

Full-time employment and management status must be verified by the applicant's chief executive officer. For purposes of definition, management level employees shall be those who participate in the decision-making processes that influence and direct the operations, planning, purposes, and goals of the Institution, Related Facility, or Conservation Partner that is directly associated with an Institution member. Individuals with supervisory responsibilities only, shall not be considered management personnel.

## **Section 6. Professional Affiliate**

Professional Affiliates shall be individuals who are employed by an Institution, Related Facility, Conservation Partner, Commercial member, Commercial member with animals or by this Association. Applications must be endorsed by the candidate's chief executive officer to verify employment. Professional Affiliates shall not have the right to vote or hold elective office, but may serve on committees.

## **Section 7. Professional Associate**

Professional Associates shall be individuals who are employed by or are seeking employment in a zoo or aquarium or in a related profession including employees of Institutions, Related Facilities, Conservation Partners, Commercial members and Commercial members with Animals. Professional associates may be volunteers or docents at zoos or aquariums. Employees of supply or service providers to zoos and aquariums which are not Commercial members of AZA or Commercial Members with Animal members of AZA shall not be eligible to be professional associates.

## **Section 8. Friend**

Friends shall be individuals who share the Association's vision and mission and shall not be employees of Institution, Related Facility, Conservation Partner, Commercial members, Commercial Members with Animals or of a zoo or aquarium or in a related profession. Friends shall not have the right to vote or hold elective office or serve on committees.

## **Section 9. Student**

Students shall be individuals who are preparing for a career in zoos or aquariums and are enrolled full-time or part-time at an accredited degree-granting college or university.

Individuals may qualify for student membership for no more than one-year after graduation from an accredited degree-granting college or university. A student shall not be employed full-time by a zoo or aquarium.

## **Section 10. Commercial member**

Commercial members shall be commercial entities that supply or service zoological parks, aquariums, wildlife parks, oceanariums and other related facilities or associated individuals. Commercial members shall not own or hold animals as a function of their business. Commercial members shall not have the right to vote or hold elective office.

## **Section 11. Commercial Member with Animals**

Commercial Members with Animals shall be commercial entities that own, hold, or transport animals, and regularly supply or service zoological parks, aquariums, wildlife parks, oceanariums, and other related facilities or associated individuals. Commercial Members with Animals shall undergo and pass an inspection and review by the AZA Accreditation Commission every five years, and must meet AZA standards designated appropriate for the Commercial Member with Animals category in accordance with procedures and requirements established by

the Board of Directors. Commercial Members with Animals shall not have the right to vote or hold elective office.

### **Section 12. Professional Retired**

Upon retirement, Professional Fellows and Professional Affiliates may become Professional Retired members, provided they have served the Association for the last five (5) consecutive years as Professional Fellow or Professional Affiliate members. They shall enjoy all membership privileges, excluding the right to vote and hold elective office. Retirement means the termination of regular employment due to age or health, in accordance with the standard retirement policies of the member's employer. An individual who serves as a consultant to zoos or aquariums or regains employment in the zoo or aquarium profession is ineligible for this category.

## **ARTICLE VII. Membership Dues and Services**

### **Section 1. Dues and Services**

Annual membership dues and services shall be established by the Board of Directors for each membership classification.

### **Section 2. Dues Payment**

Membership dues are based upon the calendar year and are due the first of January. Those joining the Association after 1 July of each year shall have their first year's annual dues prorated to fifty (50) percent, but will not receive membership privileges at the annual conference that year. Members in arrears of dues sixty (60) days may be expelled from membership by the Board of Directors.

## **ARTICLE VIII. Suspension and Expulsion of Members**

By the Board of Directors:

The Board of Directors may, for cause, suspend or terminate any membership in any classification by a two thirds (2/3) majority vote. In other than ethics and, accreditation cases, such members shall be notified of the charges by certified mail to the last recorded address at least fifteen (15) days before the regularly scheduled Board of Directors meeting. The notification shall include the time and place of the Board of Directors meeting. The member shall have the opportunity to appear in person or by conference call and/or by representation to present his/her defense of the charges before any formal action is taken by the Board of Directors.

Upon the written recommendations of the Membership Committee or the President and Chief Executive Officer, the Board of Directors by a two thirds (2/3) majority vote may suspend or temporarily revoke membership. Such action may be taken through written ballots, as well as in meetings of the Board of Directors. Suspension or temporary revocation of membership status shall remain in effect during any appeal of such action, and only the Board of Directors may reinstate such member. The Board of Directors must act within a year following suspension or temporary revocation of membership to provide for a formal review of the matter, as delineated above. If reinstated after a temporary suspension, there shall be no impairment of a member's seniority. If an expulsion has lasted for a period of two or more years, all membership seniority is lost.

The Board of Directors will issue a statement in *Connect* when actions of reprimand, suspension, or termination of membership have occurred. Any such statement shall consist of a brief and factual statement of action, including the name of the defendant(s) and a listing of the violation(s).

## **ARTICLE IX. Amendments.**

Proposed amendments may be submitted to the Board of Directors by a petition signed by at least ten (10) percent of the number of voting members as of 31 December of the preceding year. Amendments submitted by petition do not require the approval of the Board of Directors. The Board of Directors shall cause all approved, proposed amendments or revisions and all proposed amendments submitted by petition to be submitted to all voting members of the Association for vote by ballot distributed by electronic or other means on or before ninety (90) days following such approval or receipt of a petition by the Board at a duly called meeting of the Board of

Directors. If at least two thirds (2/3) of those voting approve such a proposal, it shall become effective as an amendment to the Bylaws. Ballots shall be considered valid and counted only if received by the means and at the site designated by the ballot within sixty (60) days from the date of the distribution of ballots to the voting members.

**ARTICLE X. Parliamentary Procedure.**

The Board of Directors shall be the final authority in interpretations of the Charter, Bylaws, and other rules of the Association. The current edition of Roberts Rules of Order governs the Association in all situations not provided for in the law or in its Charter, Bylaws, or adopted rules.

**ARTICLE XI. Seal.**

The Association shall have a seal of such design as the Board of Directors may adopt. The Board of Directors shall determine its use, and it shall not be used otherwise.

Adopted by Incorporators:

14 December 1971 in Wheeling, West Virginia

Adopted by Membership:

5 October 1972 in Portland, Oregon

11 October 1973 in Houston, Texas

3 October 1974 in Philadelphia, Pennsylvania

18 September 1975 in Calgary, Alberta, Canada

22 September 1977 in San Diego, California

4 October 1979 in St. Louis, Missouri

18 September 1980 in Chicago, Illinois

7 July 1981 by mail ballot

31 December 1984 by mail ballot

7 June 1991 by mail ballot

4 May 1992 by mail ballot

15 December 1993 by mail ballot

15 May 1996 by mail ballot

9 January 1999 by mail ballot

2 July 1999 by mail ballot

15 December 1999 by mail ballot

2 November 2000 by mail ballot

23 June 2003 by mail ballot

28 June 2006 by mail ballot

4 June 2007 by mail ballot

23 December 2009 by mail ballot

8 August 2012 by mail ballot

8 July 2016 by mail ballot

# **FINANCE POLICY & PROCEDURES**

# **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT FUND BALANCE REPORTING, USE & RESERVES POLICY**

**Approved August 2011**

**Revised November 2017**

## **I. Purpose:**

Rock Island County Forest Preserve District is dedicated to maintaining a reasonable fund balance sufficient to mitigate current and future financial risks and to ensure stable tax rates. This policy establishes goals and provides guidance concerning the desired level of year-end fund balance to be maintained by the District as well as categories of reported fund balance.

## **II. Definitions:**

Fund-For purposes of this policy a fund is defined as a fiscal and accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. The District maintains separate funds as required by the Governmental Accounting Standards. The record of fund activity is maintained in the District's financial accounting software and is reported annually in the District's annual financial report (AFR).

Governmental fund types used by the District include the general fund, special revenue funds, debt service funds and capital project funds.

**General Fund**-The general fund should be used to account for and report all financial resources not accounted for and reported in another fund.

**Special Revenue Funds**-Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term *proceeds of specific revenue sources* establish that one or more specific restricted or committed revenues should be the foundation for a special revenue fund. If the District no longer expects that a substantial portion of the inflows will derive from restricted or committed revenue sources, the District should discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the General Fund. (i.e. Niabi Zoological Preserve Fund, Retirement (IMRF) Fund, FISSA Fund, Liability Fund & Marvin Martin Fund)

**Debt Service Funds**-Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interests. Debt service funds should be used to report resources if legally mandated. (i.e. currently the District does not have a debt service fund in use)

**Capital Projects Funds**-Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. (i.e. Development of Forests & Construction of Improvements Fund, Golf Course Improvement Fund, Bike Path Fund)

## District Funds

**Fund Balance**-Fund balance is a measure of available financial resources. Fund balance is the difference between a fund's assets and liabilities.

Statement No. 54 of the Governmental Accounting Standards Board (GASB) *Fund Balance Reporting and Governmental Fund Type Definitions* establishes two categories of fund balance for use by governmental entities:

1. The **Non-spendable Fund Balance** classification includes amounts that cannot be spent because they are either (a) not in spendable form, such as inventories and prepaid amounts or (b) legally or contractually required to be maintained intact (such as a corpus of an endowment fund).
2. The **Spendable Fund Balance** category includes all resources not included in the Non-spendable Fund Balance category. The Spendable Fund Balance category has four sub-categories as follows:
  - A. **Restricted Fund Balance** reflects resources that are subject to enforceable legal restrictions by outside parties such as creditors (through debt covenants), grantors, contributors, or other higher levels of governments (State or Federal). Such restrictions include property taxes other than those reported in the General Fund, grants other than general state aid, proceeds from debt issuances, and other restricted sources.
  - B. **Committed Fund Balance** is government imposed constraints on the use of resources by formal action of the Commission ~~Committee~~ through Board Resolution or Ordinance. The constraint remains binding unless removed by formal action of the Commission. The formal action should describe the revenue source considered to be committed, and the specific purpose of its use.
  - C. **Assigned Fund Balance** reflects the District's intended use of resources for a specific purpose and assigned in accordance with the management's discretion. Fund balance may be assigned after the end of the fiscal year. Non-negative residual unrestricted or uncommitted fund balance in funds other than the General Fund will be considered to be assigned.
  - D. **Unassigned Fund Balance** is the residual balance reported in the General Fund or a negative fund balance in a fund other than the General Fund.

The categories and subcategories set forth by GASB are used for general purpose external financial reporting in accordance with GAAP accounting principles. The District may use other or additional designation for internal accounting and special purpose reporting. Authority for use and transfer of District funds arises under State law; the GASB designations are used for descriptive reporting purposes only and are not intended to express or imply limitation on the authority. Individual District funds maintained as required by State law may contain monies described under more than one GASB category or sub-category.

### **III. Policy:**

#### **Resource Use Policy**

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available the District considers restricted amounts to have been spent first. Also, when an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used the District considers committed, assigned, and then unassigned amounts, in that order, to have been spent.

#### **Fund Reserve & Surplus Policy**

1. The fund balance for the General & Special Revenue Funds shall be reviewed annually during the appropriation of the next fiscal year of the District.
2. The District will strive to maintain a 150-day (5 month) spendable (unrestricted) fund balance in the General Fund and Niabi Zoological Preserve Fund. A 180-day (6 month) fund balance will be maintained for appropriated Special Revenue Funds, with exception to the District's Liability Fund, to maintain and protect the operating service levels supported by the funds. Instances where an ending audited fund balance (6/30/XX) is above the stated goal, a plan will be developed by the District Director and presented to the Forest Preserve Executive Committee & Commission for review and approval to allow for the spending down of the stated surplus. If the General Fund, Niabi Zoological Preserve Fund or any appropriated Special Revenue Fund drops below the spendable (unrestricted) fund balance as of (6/30/XX), an action plan will be developed by the District Director for review and approval by the Forest Preserve Executive Committee and Commission to increase the fund balance to the appropriate level.
3. The District's Liability Fund will strive to maintain a fund balance that will address forecasted claims and expenses, since the District operates as self-funded for worker's compensation and unemployment liability claims, as well as paying premiums for IPARKS insurance or other insurance premiums and risk management consulting for other liability prevention and/or responses.
4. It is the intent of the District to use all surpluses generated to accomplish the following: meet reserve policies, avoid future debt service, reduce current outstanding debt, and invest in capital improvements which provide greater sustainability, operational savings or greater revenue streams to the District.

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
DISTRICT INVESTMENT POLICY  
APPROVED NOVEMBER 2017**

It is always prudent for any public unit to have an Investment Policy in place for the purpose of safe guarding funds, equitably distributing the investments and maximizing income of the governmental unit. The following policy is adopted for the Rock Island County Forest Preserve District.

**Scope of Investment Policy** - This investment Policy applies to the investment activities of all funds under the jurisdiction of the Rock Island County Forest Preserve District, herein after referred to as the “District”. This Investment Policy will also apply to any new funds or temporary funds placed under the jurisdiction of the District. The Illinois Compiled Statutes will take precedence except where this policy is more restrictive wherein this policy will take precedence.

**Objectives** - The Purpose of this Investment Policy of the District is to establish cash management and investment guidelines for the stewardship of public funds under the jurisdiction of the Rock Island County Forest Preserve District’s Treasurer, herein after referred to as the “Treasurer”. The specific objectives of this investment policy will be as follows:

1. Safety of principal
2. Diversity of investments to avoid unreasonable risks.
3. The portfolio shall remain sufficiently liquid to meet all operating costs which may be reasonably anticipated.
4. The highest interest rate available will always be the objective of this policy combined with safety of principal, which is left to the discretion of the Treasurer, which includes whether or not the Treasurer will require collateralization of any deposits.
5. In maintaining its investment portfolio, the Treasurer shall avoid any transaction that might impair public confidence in the District.
6. The Treasurer will give consideration to the financial institutions positive community involvement when consideration is given to the financial institution to be used as a depository.
7. All funds will be invested for a period of one day or longer, depending on the requirement for the disbursement of funds.
8. All funds shall be deposited within two working days at prevailing rates or better in accordance with Illinois Compiled Statutes.
9. The Treasurer shall refrain from personal and business activity that could conflict with the proper execution and management of the investment program or that could impair the ability to make impartial decisions.

**Safekeeping and Custody** - All investment of funds under the control of the Treasurer is the direct responsibility of the Treasurer. The Treasurer shall be responsible for all transactions and shall establish a system of controls of the activities of all subordinates who are directly involved in the assistance of such investment activities.

**Security Controls** - Only the Treasurer should be authorized to establish financial accounts for

the District. At all times either the Treasurer, singly or signatories as designated by the Treasurer should be authorized to sign on financial accounts of the District.

**Prudence** - The standard of prudence to be used by investment officials shall be the “prudent person”, and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for any individual securities credit risk or market price changes, provided that deviations from expectation are reported in a timely fashion, and appropriate action is taken to control adverse developments.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

**Accounting** - All investment transactions shall be recorded by the Treasurer or her designee. A report will be generated monthly and presented to the Forest Preserve Commission. This report will list fund balances including investment activities and all other information deemed pertinent.

**Financial Institutions** - The Treasurer will have the sole responsibility to select which financial institutions will be depositories for District funds. The Treasurer will take into consideration security, size, location, condition, service, fees and the community relations involvement of the financial institution when choosing a financial institution.

**Investment Vehicles** - The Treasurer will use investments approved for governmental units as set forth in the most current issue of the Illinois Compiled Statutes.

Investments permitted include:

- Interest bearing savings/checking accounts at financial institutions within the State of Illinois.
- Certificate of Deposits at financial institutions within the U.S. and fully insured by an Agency of the Federal Government such as FDIC, FSLIC or NCUA.
- Money Market mutual funds limited to U.S. government obligations.
- Local government investment pools. (e.g. The Illinois Funds)
- Repurchase agreements whose underlying purchased securities consist of U.S. government obligations or U.S. government agency obligations.
- U.S. government obligations.

**Collateral** - At all times the Treasurer shall limit deposits in any such financial institution so as not to exceed 75% of its capital stock and surplus. Additional collateral is required to be pledged on any funds not insured by the FDIC, FSLIC or NCUA at equal to or greater than 110% of the deposits on hand, such collateral being backed by the U.S. Government and held at the Federal Reserve or a third party custodial bank.

The above standard is established as the standard for professional responsibility and shall be applied in the context of managing the Treasurer’s portfolio. Pursuant to the Public Funds Investment Act at 30 Illinois Compiled Statutes 235/2.5 and other provisions included in that Act, along with all other Statutes and Constitutional provisions regarding conflicts of interest and ethical considerations.

## **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT FIXED ASSET PROCEDURE**

The Auditor has installed an accounting and internal control system for fixed assets acquired by all departments including the Forest Preserve District. The system placed the responsibility for maintaining fixed assets accounting records with the Auditor. While the responsibility for physical custody and control of the assets rest with the individual department, the system requires that department personnel affix inventory control tags received from the Auditor to newly acquired fixed assets. Further department personnel are required to notify the Auditor, through the completion of prescribed forms, regarding transfers and disposal of fixed assets in order that proper adjustments to the accounting records can be made.

As a routine internal control procedure, each department head is required to complete an annual affidavit attesting to the correctness of the detailed accounting record which indicates the individual assets over which individuals have physical control. The completed affidavit is to be returned to the Auditor indicating any adjustments to the detailed records attributed to changes in description, transfer of assets or asset disposal not reported to the Auditor during the year. The necessity for these adjustments should be identified by department personnel through the performance of detailed review procedures comparing current year fixed asset acquisitions and disposal by the Auditor. After all adjustments are reflected in the accounting records, the information should agree with actual fixed assets over which the department has custody.

In order to determine the adequacy of the annual fixed asset affidavit procedures utilized by the department, the Auditor's Office shall take a physical inventory of fixed assets of each department at the end of each fiscal year and properly record any changes.

Upon completion of the annual inventory, the Auditor's office shall send a variation report of any un-reconciled differences to department heads requesting written explanation of any discrepancy.

When there is a change of administrator, department head or elected official, a fixed asset audit should be conducted by the Auditor's Office.

## **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT FOREST PRESERVE DISTRICT INVENTORY**

- A. The Auditor's Office shall assign an identification number to each new item purchased for \$1,000 or more with a life expectancy of one year or more and any building improvements with a cost of \$2,000 or more. Immediately upon receipt, the Auditor shall furnish the department an identification number to be affixed to the item. An inventory file shall be maintained and updated by the Auditor's Office.
- B. The Information Systems Department shall quarterly run a list of all fixed assets of the Forest Preserve District. A complete listing shall be distributed to the Auditor's Office. In addition, the Forest Preserve Office shall receive a list of its fixed assets.
- C. Appropriate approval shall be required before any assets are scrapped or transferred. Sale of Forest Preserve District assets are to be paid by certified check or cash. The Forest Preserve Office shall furnish the Auditor's Office with a disposition order whenever a fixed asset is sold scrapped or permanently transferred to another department. The Auditor's Office shall update the master file.
- D. The Auditor's Office shall take a physical inventory of fixed assets of the Forest Preserve District to insure all items are accounted for. Inventory should be completed by June 30<sup>th</sup> of each year.
- E. The Forest Preserve Director will sign the inventory and be accountable to the Commission for all inventoried items.
- F. The Forest Preserve Director will assign a Department Head or employee to assist the Auditor's Office during the physical inventory.

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT**  
**NON-MONETARY POLICY**  
**APPROVED FEBRUARY 2018**

**I. POLICY STATEMENT**

The Rock Island County Forest Preserve District is committed to following all applicable laws and regulations, including those laws and regulations that address bartering for the exchange of goods, services, or assets. The District is dedicated to being fiscally responsible and all staff of the District have been entrusted with protecting the assets of the District and making prudent fiduciary decisions with public services, funds and assets. From time to time staff are often propositioned by legal entities (Vendors) in which the District does business with a trade or barter in lieu of a payment in U.S. dollars. While rare, the District may enter into barter agreements with another Vendor for:

- Assets/goods provided for services received
- Assets/goods provided for assets/goods received
- Services provided for assets/goods received
- Services provided for services received
- The use of fixed assets (property, plant and equipment) for assets/goods or services received
- The use of fixed assets (property, plant and equipment) received in exchange for the use of fixed assets provided.
  1. The District will not permit the transfer of ownership of fixed assets under the barter agreements.
  2. Capitalizing fixed assets is not required because there is no change of ownership in barter transactions.

All District officers, employees, and agents shall comply with the Non-monetary Policy at all times. No District employee other than the District Director or Department Head (Zoo Director, Golf Course Superintendent, Clubhouse Manager, or Park Ranger) shall enter into a barter/trade agreement.

**II. PURPOSE OF POLICY**

This policy establishes the directives to account for barter transactions which are the exchange of goods, services or assets (other than cash) for other non-monetary goods, services or assets. The exchange can be for similar or dissimilar goods, services, or assets.

**III. DEFINITIONS**

**Barter exchange.** Any person or organization with members or clients that contract with each other (or with the barter exchange) to jointly trade or barter property or services. The term does not include arrangements that provide solely for the informal exchange of similar services on a noncommercial basis as defined by the Internal Revenue Service (IRS).

**Vendor.** Any one or any unit that has a signed barter agreement with the District.

Fair Market Value. The price that property would sell for on the open market. It is the price that would be agreed on between a willing buyer and a willing seller, with neither being required to act, and both having reasonable knowledge of the relevant facts as defined by the IRS.

#### **IV. PROCEDURES**

The following procedures are designed to ensure that the District properly documents and records revenue and offsetting expenses related to barter/trade agreements. Revenue will only be recognized up to the lesser of cost or fair market value of the service or product under barter/trade and all barter trade agreements expire at a maximum of one year.

##### **A. Goods/services trade items.**

The goods and services that can be used in a barter transaction with another entity with the fair market value of each item are passes for admission to facilities and events or use of District amenities or services. Before the use of a good or asset the Department Head should consult with the District Director and if the District Director is unsure of the fair market value of a particular good/asset then Auditor should be contacted for a statement pertaining to the fair market value of the good or asset in question.

##### **B. Barter/trade agreements**

All transactions involving exchanges of goods, services or assets (other than cash) for other non-monetary goods, services or assets must be documented and submitted to the Forest Preserve Executive Committee on a monthly basis.

##### **C. Auditor**

For each good, or asset exchanged, a fair market value must be assigned by the parties engaged in the transaction, as the good, services, or asset is considered income under federal tax regulations.

Transactions with person or organizations involving goods, services, or assets with a fair market value greater than \$25,000 (US Dollars) require approval by the Forest Preserve Commission.

1. A copy of the barter agreement or a barter transaction receipt along with the District's Barter Reporting form should be submitted immediately to the Auditor upon completion of the transaction. Once the District's Barter Reporting form is received by the Auditor, the revenue and offsetting account receivable is recorded and recognized as a barter transaction in accordance with generally accepted account principles (GAAP).
2. When the receipt for a related expense is received the Auditor will reduce the receivable and recognize the related expense in accordance with GAAP.
3. The Auditor will reconcile the general ledger and the subsidiary ledger to the barter database. Any discrepancy must be reconciled within five business days or else the general ledger will be adjusted to detail, if lower.

All barter/trade agreements will expire at a maximum of one year from date of the agreement. If the barter values are less than one year, the balance will be written off at the time of expiration. Once the barter agreement has expired the Auditor will write off any remaining balance recognizing the offsetting loss due to barter expiration.

## **V. PROHIBITED ACTIVITIES**

The use of District services, goods or assets for barter transactions in the exchange of personal favors or compensation is prohibited and shall be subject to discipline including and up to termination.

## **VI. AVAILABILITY OF POLICY**

All District employees shall be advised of the existence of this Policy and it shall be placed in the District's Procedure Manual.

A copy of the Policy is available to all other employees and any member of the public by requesting a copy from the District Director, 10406 Loud Thunder Road, Illinois City, IL 61259 or via phone 309-795-1040.

## **VII. AMENDMENTS**

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

## **VIII. EFFECTIVE DATE**

This Policy becomes effective upon the approval of the Forest Preserve Commission.



# FOREST PRESERVE DISTRICT BARTER REPORTING FORM

Admin

Niabi Zoo

Iliniwek

Loud Thunder

Indian Bluff

(Circle Appropriate Location)

\_\_\_\_\_  
**Agreement Date**

\_\_\_\_\_  
**Bartering Party Name**

\$\_\_\_\_\_  
**Agreed Value**

\_\_\_\_\_  
**Expiration Date**

\_\_\_\_\_  
**Bartering Contact Name**

\_\_\_\_\_  
**Address of Bartering Contact**

\_\_\_\_\_  
**City, St, Zip**

\_\_\_\_\_  
**Phone and email of Bartering Party**

**Bartering Party provides:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FP provides:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GL Expense Code \_\_\_\_\_  
(District Goods/Services Purchased)

GL Revenue Code \_\_\_\_\_  
(District goods/services Sold)

\_\_\_\_\_  
FP Contact

\_\_\_\_\_  
Date

Upon the review of an agreement with the Civil Division of the States Attorney's Office, parties may execute a barter agreement. Please submit this form and the executed barter agreement to the Auditor.

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
GIFTS & DONATIONS POLICY  
APPROVED JUNE 2019**

**Purpose**

The purposes of this Policy include:

- (a) guidance for the Board of Commissioners, staff and other constituencies with respect to their responsibilities concerning gifts to the District;
- (b) guidance to prospective donors and their professional advisors when making gifts to the District; and
- (c) guidance for evaluating potential gifts to protect the District from gifts that expose it to risk or are inconsistent with its mission and goals.

This policy sets forth the general requirements for accepting and processing gifts made to the District. Specifically, that:

- all funds received are credited to the correct fund and general ledger account and promptly deposited correctly;
- gifts are promptly and properly acknowledged;
- gifts are accepted and administered in a manner appropriate for a tax exempt entity.
- donor requirements and restrictions are acceptable to the District;
- gifts are in amounts appropriate to carry out their specified purpose.

**Application**

All employees and volunteers must adhere to this policy, which also acts as a guide for prospective donors and their advisors, providing assurance that all donors are treated equitably.

**Oversight**

The Forest Preserve President and Forest Preserve Executive Committee oversees administration of this Policy.

**Compliance**

To ensure the highest possible gift and campaign integrity, all charitable contributions to the District will be counted and recorded into the District financial software of record in accordance with the standards set forth by the IRS, GASB and any other such standards approved by the District's Auditor.

## **Accepting and Processing Gifts**

### **Acceptable Gifts**

Gifts must be for the greater good of the Forest Preserve and benefit the citizens of Rock Island County, as identified by the Forest Preserve Commission.

The District will give consideration to accommodate and accept charitable contributions from donors which are acceptable to the individual site managers. However, it will not accept gifts that:

- The Forest Preserve Director does not recognize the gift as appropriate to the mission of the Forest Preserve.
- Violate the terms of this policy;
- Are for purposes that do not further the District's mission and goals;
- Could damage the reputation of the District;
- Are too difficult or expensive to administer;
- Could create unacceptable liability or cause the District to incur future unanticipated expenses;
- Violate the Gift Ban Act or other statute pertaining to gifts; or
- Provide a donor with goods or services of financial value in exchange for said donor's gift unless such value is fully disclosed in the time and manner as required under federal and state law and regulations.

If a gift falls into one of the above categories, the District representative working on the gift must notify the District Director, who will take it to the Forest Preserve Executive Committee, which will then make the final decision as to whether to accept it in light of the risk involved.

### **Gift Receipts**

The staff will provide the official gift receipt to all District donors that is prepared in accordance with applicable government requirements, including those outlined in IRS Publication 1771, Charitable Contributions – Substantiation and Disclosure Requirements.

The Internal Revenue Code specifies requirements for charitable gift substantiation (e.g. receipts). Failure to meet these requirements can lead to penalties against the District, and can lead to the loss of a charitable tax deduction by and penalties against the donor. The institution is responsible for ensuring proper substantiation for all donations.

### **Quid Pro Quo Gifts and Regulations**

A quid pro quo gift is a payment made partly as a contribution, and partly as consideration for goods or services provided to the donor by the charity. For any part of the gift to be a charitable

deduction, the donor must intend to make and make a payment to charity in excess of the value of the goods or services received.

The Internal Revenue Service has specific regulations regarding Quid Pro Quo gifts. No representatives of the District may give a donor something without first having the gift approved by the Forest Preserve Executive Committee.

#### Exception

This prohibition does not include small items of limited value with the District or a District facility logo such as clips, pins, pens, etc.

### **Gift Designations and Restrictions**

When a gift is accepted, the District assumes both a legal and an ethical obligation to conform to the wishes of the donor within the confines of the District policies and statutory law.

The District may accept gifts with specific designations to a particular exhibit, unit or program.

No gift which by its nature or acceptance is prohibited by federal or state laws will be accepted. Restrictions based on age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family and genetic information are unacceptable in any gift to the District. If the District is asked to accept a gift, which is inconsistent with the above restrictions yet is consistent with a stated and approved goal of the District, it shall need approval of the Forest Preserve Executive Committee, and an opinion from the Civil Division of the Assistant States Attorney's Office must be secured.

#### Restrictions Involving Education or Program Scholarships/Assistance

In addition to the general restrictions noted above, the following restrictions are unacceptable in gifts given for financial aid purposes:

- a. Restrictions permitting designation of an individual recipient by the donor.
- b. Restrictions to relatives or descendants of the donor as recipients.

Whenever possible, any restrictions related to the use or purpose of a gift should be written as "preferences" to allow the District the greatest latitude in ensuring future use. When that is not possible, it is desirable to reserve the authority of the Forest Preserve Commission to change the use or purpose of the gift as may be called for by changed circumstances.

### **Submitting and Executing Gift Agreements**

A written gift agreement is required for all pledges of \$5,000 or more. All gift agreements and pledges should be in the standard template format.

There may be circumstances where a pledge is **under** \$5,000 but a gift agreement may still be used. These include but are not be limited to:

- Pledges in honor of a group/collective gift that have multi-year payment schedules, and are not considered the donor's annual gift (typically \$5,000 or more).

- An agreement to document the stewardship terms of a contribution (especially important when the contribution is to a program scholarship or part of a pooled endowed fund). The funds may or may not have come in as cash (there may be no payment schedule or multi-year pledge, just an outright gift that should be documented so its purpose is preserved, and the District's responsibilities and the donor's wishes are documented).
- Any instance where a gift agreement template is used, the Forest Preserve President in addition to the District Director and department head **must** be one of the signers. Gift agreement templates will not be accepted with only another staff member's signature on behalf of the District.

Multi-year pledge payment schedules are acceptable. The maximum pledge payment schedule is five years. Any request for a pledge to be paid over more than five years must be approved by the Forest Preserve Executive Committee.

Any substantial deviations from the standard gift agreement templates must be approved by the District's Director in consultation with the Forest Preserve Executive Committee.

The District's Director and the donor(s) must sign all gift agreements, and additional signatures may be required for gifts restricted to certain purposes. The District's signatures should be obtained prior to the donor(s) signature(s), in the event that the District requires any changes to be made prior to donor agreement.

Certain gift agreements establishing new programs, new staff positions, new buildings, or other substantial change to the District require approval of the Forest Preserve Commission, and a signature of both the President of the Forest Preserve and other appropriate governing entities prior to the District Director's signature.

Gift agreements, including agreements structured as corporate or foundation grants, should never include terms creating an exclusive relationship between the District or one of the District's programs, and an outside entity. Exceptions to this rule must be approved by the District's Director after consultation with the Forest Preserve Executive Committee and rarely will be granted.

### **Private Foundation or Donor Advised Fund Pledges**

Pledges from donors, that are likely to be paid in full or part through either a private or family foundation or a donor-advised fund, should be written in the form of a non-binding statement of intention in order to prevent the donor, foundation or donor-advised fund from potentially violating certain provisions against self-dealing under the federal tax laws. In these circumstances, Commissioners including the Forest Preserve President and staff should consult with the Civil Division of the States Attorney's Office for assistance in drafting the agreement.

### **Specific Types of Gift Assets**

#### Cash (includes Checks, Credit Cards)

Gifts of cash that are paid in full do not require a written gift agreement or any prior approvals. However, the donor may request or staff may choose to execute a gift agreement to clarify any restrictions and to outline stewardship responsibilities.

Unrestricted gifts of cash will be used to support the District's highest priorities and may be transferred to a specific fund, at the discretion and approval of the Forest Preserve Commission.

The District is committed to compliance with the Payment Card Industry (PCI) Data Security Standard, a standard adopted internationally by the major credit card brands (e.g., Visa, MasterCard, Discover, and American Express) to protect credit card data, regardless of where that data is processed or stored ("PCI Standard"). The PCI Data Security Standard prohibits, among other things, physically writing down any credit card information unless explicitly required to do so as part of business processes, and transmitting any cardholder information via e-mail or fax.

#### Gifts of Tangible Personal Property

The District may be approached by potential donors about gifts of tangible personal property. Such proposed gifts might be of property that can be used by the institution in furtherance of its mission and goals. In some limited circumstances, a potential donor may propose a gift of tangible personal property that the donor wants the District to sell, and then use the proceeds in furtherance of the District's mission and goals.

As stated above in "Gift Receipts," the Internal Revenue Code specifies requirements for charitable gift substantiation. Each type of proposed gift of tangible personal property (to be kept or to be sold) has specific requirements. Failure to properly substantiate a donation can cause the donor to lose a charitable tax deduction or be subject to penalties by the Internal Revenue Service. Similarly, failure to properly acknowledge a gift can lead to penalties against the District.

Thus, all gifts of tangible personal property must be processed through the District's policies and procedures.

#### Exception

The Site Manager of the facility may accept gifts from donors if:

1. the donor does not wish to claim a charitable tax deduction;
2. the gift has a minimal value (less than \$250); and
3. the staff that accepts the gift notifies the District's Director of the gift.

#### Gifts of tangible personal property that are to be kept and used by the District in furtherance of its mission

The District may be approached regarding potential gifts of tangible personal property that the District could keep and use in furtherance of its mission. Once a gift is accepted, it is the right of the Forest Preserve to use the gift as it sees fit toward the benefit of the Rock Island County Citizens as identified by the Forest Preserve Commission.

The District's Director will determine the acceptability of the proposed gift, taking into consideration the following factors:

1. whether the property furthers the mission of the District or a specific department, preserve, facility or program;
2. carrying costs and potential liability;

3. costs relating to long-term storage;
4. any donor-imposed restrictions on the use, display or sale of the property; and
5. costs relating to transportation, insurance and/or installation.

If an agreement is reached to not accept the proposed gift of property, the District's Director or staff designee will communicate such decision to the prospective donor.

If such property is accepted, the donor is responsible for all shipping costs and insurance coverage pending the completion of the transfer of such donated property to the District. On a case-by-case situation, such costs may be borne by the District. The District is responsible for all costs associated with acceptance and transfer if those have been negotiated with the donor and approved by the Forest Preserve Executive Committee as a condition of the gift.

# **PURCHASING AND REIMBURSEMENT POLICY & PROCEDURES**

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
PURCHASING POLICY  
APPROVED OCTOBER 2016**

Before any purchases are made, Department Head's shall ensure an appropriation has been made in the department's budget. Then the Department Head must requisition all purchases, contracts, and services through the District Director to be entered into New World financial system. These procedures are in place for all purchases; be they for the Forest Preserve General, Niabi Zoological Preserve, FISSA, IMRF, Liability Fund or any other Fund of the District. The requisition shall include:

A complete description of item(s) requisitioned

Date

Department

Point of Delivery/FOB (Freight on Board)

\*\* Appropriate Budget Code

Signature of requisitioning Department Head or authorized employee

Indication of trade-in equipment

The Forest Preserve President may act on an emergency purchase or repair request for all departments in the District.

Depending on the amount of the purchase, the requisition will then take the following steps:

A. Items \$9,999 or under

If the purchase has been appropriated in the fiscal year budget/appropriation ordinance and funds are available a Department Head may authorize purchases \$9,999 or under. Stringing purchases (ordering several items \$9,999 or under multiple times to avoid the approval process) will not be tolerated. Department Head's should attempt to obtain comparable pricing or at least three (3) competitive bids/quotes when practicable and provide a purchase order number if required before acquiring such items or services.

B. Items \$10,000 to \$24,999

If the item or service has been appropriated in the fiscal year budget/appropriation ordinance and funds are available the District Director may authorize Department Head's requests between the amounts of \$10,000-24,999. Department Head's shall receive approval from the District Director before all items or services between \$10,000-24,999 are acquired. The District Director will verify that funds are available before requisitioning. When appropriate the District Director will instruct the Department Head to obtain comparable pricing or at least three (3) competitive bids/quotes when practicable and to provide a purchase order number if required before acquiring such items or services.

C. Items \$25,000 or greater

70 ILCS 805/8 (b) - All contracts for supplies, materials or work involving an expenditure in excess of \$25,000 shall be let to the lowest responsible bidder, after advertising at least once in one or more newspapers of general circulation within the county, except work requiring personal confidence or necessary supplies under the control of monopolies, where competitive bidding is

impossible. Items in this category require a publication in a newspaper of general circulation within the county of advertisement or a legal notice which shall run one (1) time at least ten (10) working days prior to the date of bid opening. The publication must include date and time of sealed bid opening. Purchases in this range will require a recommendation from the Forest Preserve Executive Committee and then approval of the Forest Preserve Commission before acquiring such items or services.

All purchases, other than Professional Services 55 ILCS 5/5-1022(a) insofar as possible, are to be made on a competitive basis and pursuant to precise specifications. In determining the lowest responsible bidder, the Forest Preserve Commission shall take into consideration: the qualities of the articles supplied; the conformity within the stated specifications; the suitability to the requirements of the District; the availability of support services; the uniqueness of the service, materials, equipment, or supplies as it applies to networked, integrated computer systems; the compatibility to existing equipment; and the delivery terms. The Forest Preserve Commission also may take into consideration whether a bidder is a private enterprise or a State-controlled enterprise.

All deliveries that are made to the Forest Preserve District must be checked-in and the delivery or freight receipt signed by an employee of the Forest Preserve District.

The Auditor should file and retain the purchase order until the invoice or invoices covering the order are paid. The invoice shall be entered by the Forest Preserve Director or staff into New World financial system for payment and properly attach the purchase order paid in part or in full. On receipt of the invoice, the Auditor should compare the invoice and purchase order for accuracy in New World. Invoices are then returned to the Forest Preserve District office for the recommendation of the Forest Preserve Executive Committee to the Forest Preserve Commission for approval of payment.

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
PURCHASING CARD POLICIES & PROCEDURES  
APPROVED MARCH 2012**

**INTRODUCTION**

Rock Island County Forest Preserve District has implemented for your use an alternate approach to purchasing products, services, and travel expenditures.

The Purchasing Card will not replace the normal purchasing procedures established by the procedure manual, but it will be used in instances where VISA credit cards are an acceptable method of payment to possibly expedite those procedures.

The Purchasing Card is a corporate liability charge card with certain restrictions and limitations imposed on the cardholder at the Department Head or Commission's discretion. Card privileges may be rescinded at any time at the discretion of any cardholder's Department Head or the Commission if policies and/or procedures are not followed. Card usage will be audited by the Department Head and the District Auditor and the cardholder will be personally liable for any unauthorized use that may occur on his/her card.

Charges on the Purchasing Card are billed on a monthly statement available on an on-line tracking system.

The cardholder must keep his/her Purchasing Card in a secure place as he/she does with his/her own personal charge card. Although the Purchasing Card is issued in the cardholder's name, it is the property of Rock Island County Forest Preserve District and is only to be used for District allowable and budgeted purchases. Remember, cardholders are committing District funds each time they use these cards. This is a responsibility that should not be taken lightly!

The following provides the guidelines under which cardholders may utilize their Purchasing Cards. All cardholders should read it carefully. A cardholder's signature on the Cardholder Agreement or any use of the Purchasing Card, indicates that the cardholders understands the intent of the program and agrees to adhere to the guidelines

The attached information explains in further detail how the Purchasing Card is used and how the cardholder's transaction are invoiced, as well as the many benefits of the Purchasing Card.

**ETHICS**

It is Rock Island County Forest Preserve District policy to maintain and practice the highest possible standards of business ethics, professional courtesy and competence in all purchases and business transactions. It is your responsibility to purchase only those goods or services that are appropriated and deemed necessary for business purposes.

1. Suppliers/vendors, their products, personnel and services are a natural extension of our own resources. It is the responsibility of all employees in the Rock Island County Forest Preserve District to develop and maintain professional relationships between the District

and its vendors and to keep in mind that personal contacts form much of the basis for the vendor's opinion of the District.

## **BENEFITS**

The Purchasing Card is a charge card which provides the Rock Island County Forest Preserve District with an alternate method of purchasing District allowable and budgeted goods and services.

- The Purchasing Card enables employees to order and receive products directly.
- The Purchasing Card gives employees the power and flexibility to purchase supplies and services when the organization needs them.
- The Purchasing Card means employees will get faster delivery on low cost items, because there is less paperwork.
- The Purchasing Card would enable employees on District travel to charge hotel, gas, food and conference registrations without the need to use their own personal credit cards.
- The District receives a percentage back of all purchases made through a cash back program.

## **POLICIES**

### **A. GENERAL**

Cards are issued to employees with pre-approval by their Department Head and District Auditor. No one other than the cardholder or personnel authorized by the department head is authorized to use the assigned card.

The Card is to be used only for authorized District business needs as set forth in the policy and procedures.

If the cardholder attempts to use the Credit Card for any items not allowed and budgeted for, the transaction will be denied and the employee will be personally responsible for payment of these purchases.

The Purchasing Card is similar to a personal credit card, in that a Monthly Statement per card number will be available on-line. The monthly statement will contain all charges from the previous cycle. This is not an invoice, but a statement that lists all transactions made during that billing cycle. A monthly summary statement listing all the transactions of all the Purchasing Cards of the District will be sent to the District Auditor, as well.

### **B. APPROPRIATE USE OF THE CREDIT CARD**

A wide variety of goods and services can be purchased using the Purchasing Card. Ask your vendors if they would be willing to accept VISA for budgeted items that would normally be purchased through voucher, treasurer's disbursement, or petty cash. This also provides more timely payment of goods and services.

### **C. INAPPROPRIATE USES OF THE CREDIT CARD**

The Card must not be used for:

- Cash Advances
- Personal Use
- Non-budgeted items

### **PROCEDURES TO OBTAIN A DISTRICT PURCHASING CARD**

1. Employees seeking Purchasing Cards must read the Purchasing Card policies and procedures.
2. After reading, the employee must obtain the cardholder agreement from his/her respective Department Head. This is to be completed in its entirety and is to be signed by both prospective cardholder and the department head. Then, the original forms should be submitted to the District Auditor to request the card and file the paperwork.
3. When the new card comes in the District Auditor's Office personnel will call the designated purchasing card administrator for that department to send the cardholder or a representative approved by the department head to pick up and sign for the card.
4. If the cardholder is receiving a replacement card the old card must be shredded upon receipt of the new card.
5. The cardholder will need to activate the card by calling the 1-800 number on the back of the card within 24 hours of delivery. The cardholder will need to know the last 4-digits of their 9-digit unique number and Rock Island's zip code, which is 61201.
6. The cardholder will need to sign the back of the card, and then usage can begin.

### **A. MAKING A PURCHASE**

Any VISA merchant should accept these Purchasing Cards. Only the cardholder named on the Card or personnel authorized by the department head may use that card.

1. The cardholder will present the card, sign, and take the receipt and/or cash register tape, and/or paid invoice and leave with the purchase. The original receipt must be kept by the cardholder for support of the transaction.
2. The cardholder may also place an order over the phone or internet. When a telephone order or internet order is placed, the cardholder should request from the vendor or print themselves a receipt/invoice showing prices and item ordered details. When the goods are received, the cardholder should check the goods against the printed receipt/invoice.

3. The cardholder must provide the vendor with the appropriate shipping information. All goods must be shipped to a District owned property address. Please be certain the address is to the respective department the purchase is made from or the Information Systems Office, County Office Building, 1504 Third Avenue, Rock Island, IL 61201. We no longer have a purchasing department so please be sure all vendors know this.

## **B. INCORRECT SHIPMENTS OR RETURNS**

1. If a shipment is incorrect, the cardholder should contact the vendor to arrange for a return, exchange or credit. If the vendor agrees to issue a credit, the cardholder should verify that the credit is properly reflected in the next monthly statement.
2. It is the cardholder's responsibility to know the vendor's return policy.

## **PROCEDURES FOR RECONCILING MONTHLY PURCHASES**

### **A. TRANSACTIONS LOGS.**

1. Each cardholder must keep a log of all transactions charged to their account for each cycle.
2. The original detailed sales documents must be stapled to the Transaction Log.
3. All transaction logs and original sales documents will be retained in the District Office after approval and payment. The District Auditor's Office will audit the credit cardholder for compliance.
4. The person named on the Card is responsible for keeping track of how the Card is used. Although the cardholder will not be responsible for paying the expenses if authorized, appropriate and budgeted for, the cardholder will be responsible for keeping their monthly transaction log of their purchases. Also, just with any card, the cardholder must protect against fraudulent use of the card.

### **B. MONTHLY MEMO STATEMENTS/ SUMMARY INVOICE STATEMENT**

The cardholder has access to a monthly statement to balance with and keep for his/her own records. A statement will be available on-line at the end of each billing cycle to view or print. An email will be sent so that all cardholders/appropriate personnel will know when the statements are ready. There will be a schedule of cut off dates from First Midwest available in both the District Auditor's Office and the Forest Preserve Office. All transactions appearing on the statement must be included on a transaction log unless those charges are being paid for by someone other than the District.

## **DISCREPANCIES OR UNAUTHORIZED USAGE**

### **TYPES OF DISCREPANCIES**

If there are any discrepancies on the cardholder's statement, the cardholder must notify the District Auditor's Office and call the 1-800 number on the back of the card as soon as possible.

The vendor should also be contacted as soon as possible to begin working on a resolution for the purchase in question.

## **PROCEDURES FOR CARD DEACTIVATION**

### **A.CARDHOLDER TRANSFERS TO ANOTHER DEPARTMENT**

Even though the card is issued in the name of the cardholder, a card is specifically assigned to a particular department. So, if a cardholder transfers to another department, The Department Head must notify the District Auditor's Office to deactivate the card on or before the date of transfer.

District Auditor's staff will then immediately deactivate the card and will send an acknowledgement to the cardholder, and department head of this section.

It is the Department Head's responsibility to cut (or preferably, shred) the card.

When the employee changes departments, the new Department Head must request a new card, if appropriate, by completing the new card request procedures.

### **B.TERMINATION OF CARDHOLDER**

Upon voluntary or involuntary termination of employment or a cardholder, the purchasing card must be turned in to the Department Head and steps in A. above must be followed to properly deactivate that purchasing card.

### **C.MISUSE OF THE CARD BY CARDHOLDER**

Whenever a purchasing card is misused or the policies and procedures are violated, the Department Head and /or the Commission will work with the District Auditor to determine appropriate disciplinary action up to and including possible termination.

The Department Head may request suspension or cancellation of a purchasing card at any time by notifying the District Auditor's Office personnel.

## **REPORTING LOST OR STOLEN CARDS**

1. If a card is lost or stolen, the cardholder must immediately inform the District Auditor and his/her own Department Head. The cardholder must also report the incident to First Midwest Bank at the first opportunity (Customer Service 1-800-221-5920).
2. The District Auditor's Office will immediately deactivate the card and will send an acknowledgement to the cardholder and Department Head informing them of this action.
3. In order to receive a replacement Card, the department head must approve the request for another card.
4. The cardholder and Department Head are responsible for reviewing and tracking of the deactivated card in case of fraudulent charges being made. If this occurs follow the procedures to dispute unauthorized charges.

## CARDHOLDER AGREEMENT

I understand that I am authorized to use the Rock Island County Purchasing Card issued specifically to me to purchase goods and/or services approved and budgeted for by and for Rock Island County Forest Preserve District as established in the policies and procedures of the District.

I agree to purchase goods and/or services, consistent with Rock Island County Forest Preserve District responsibilities to satisfy legitimate business needs of the Forest Preserve District. I will not use the Purchasing Card for cash advances, personal use or non-permitted business purposes, and if I do, I understand that I will be personally obligated to pay for the amount of those purchases, as well as potential other consequences up to and including termination of my employment.

All purchases I make will be in accordance with applicable Rock Island County Forest Preserve District Purchasing Card Policies and Procedures of which I may obtain a copy at any time upon request to the District Auditor or Forest Preserve Office.

I understand that this authorization to make such purchases shall automatically cease upon my termination from Rock Island County Forest Preserve District employment, or if I should change departments.

I have reviewed and understand the provisions of the referenced policies and procedures. I am requesting the issuance of a Rock Island County Forest Preserve District Purchasing Card below.

---

Signature

---

Print Name

---

9 Digit Number

---

Department Employed

---

Date

---

Credit Limit

I have approved the named applicant and Credit Limit for a Rock Island County Purchasing Card.

---

Department Head Signature

---

Date

---

## DISPUTE FORM

### CARDHOLDER INFORMATION:

---

Name

---

Address

Phone

---

City, State, Zip

---

Signature

Date

---

Account Number of Card in Dispute

---

MERCHANT NAME/DESCRIPTION:

DOLLAR AMOUNT

---

DESCRIBE DISPUTE:

---

\*Forward a copy of dispute form to vendor and either fax a copy to the District Auditor or send by inter office envelope. District Auditor fax (309) 558-3511.

# **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT DISTRICT REIMBURSEMENT POLICY**

**WHEREAS**, the Illinois legislature recently enacted the Local Government Travel and Expense Control Act as a response to local government officials improperly passing on private entertainment expenses to the taxpayers to become effective January 1, 2017; and

**WHEREAS**, the Rock Island County Forest Preserve District is committed to being fiscally responsible with taxpayer dollars and following the mandates of state lawmakers;

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Commissioners of the Rock Island County Forest Preserve District as follows:

**Section 1.** Adoption: The following District Reimbursement Policy shall be adopted and added to the District's Procedure Manual and shall state as follows:

**"GENERAL POLICY:** It is the policy of the Rock Island County Forest Preserve District to comply with the Local Government Travel and Expense Control Act through the promulgation of these regulations.

**1. DEFINITIONS:**

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel expense" means any expenditure directly incident to official travel by employees, members of the governing board, and officers of the District for a specific District purpose(s).

**2. TYPES OF TRAVEL FOR WHICH TRAVEL EXPENSES WILL BE ALLOWED:**

The District will only approve travel expenses for employees or officers if the travel is necessary to complete official District business, for the education of employees or officers, or necessary to obtain information for the betterment of the District in some capacity, funds are available and have been appropriated for such use.

**3. TYPES OF EXPENSES ALLOWED AND PROHIBITED:**

1. The actual cost of transportation is allowed (for example, airline tickets, train tickets, taxi fare, tolls, parking fees and the like), as well as personal vehicle costs reimbursed at the current IRS mileage rate for business.
2. The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary.
3. The costs of meals while traveling are allowed including tips up to 20%.
4. The costs of conference fees, supplies and books for educational purposes are allowed.
5. Entertainment expenses, as defined above, are NOT allowed and must be paid for personally by the traveler, and no costs for alcohol or liquor are permitted.
6. Parking tickets or traffic tickets, laundry, personal phone calls, or other personal services are prohibited from reimbursement.
7. Any reimbursement expense incurred by an accompanying spouse, family member or friend is prohibited.
8. Any reimbursement expense to upgrade lodging to accompany a travel partner(s) is prohibited.

**4. MAXIMUM ALLOWABLE REIMBURSEMENT WITHOUT BOARD ACTION:**

District employees and officers may receive reimbursement for travel expenses without specific Board Action as long as the expenses are under the Maximum Allowable Reimbursement as stated herein and the Procedure for Reimbursement below is followed.

1. The Board will post the maximum allowable reimbursement for food, lodging, and transportation in the District Office, 19406 Loud Thunder Road, Illinois City, IL 61259, which shall change from time to time at the direction of the Board. The Board shall use the following overriding principals to determine the maximums:
  - a. Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first or business class will be at the expense of the traveler. Any personal automobile expenses will always be approved at the IRS rate for business travel if the traveler uses their own automobile (as opposed to a District automobile).
  - b. Cost of food shall not include the cost of alcoholic beverages and shall not exceed \$40 for an entire day's worth of meals. Meals should be reasonable and customary for the area. Tips in excess of 20% of a meal total shall not be reimbursed.
  - c. Cost of lodging should be reasonable and customary for the area where the traveler is staying.
2. The total maximum for travel for District purposes allowed is \$500.
3. In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the \$500 maximum reimbursement limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.

#### **5. PROCEDURE FOR REIMBURSEMENT:**

No expenses shall be reimbursed without a reimbursement request form (as included here) is completely filled out with receipts or estimates (with reservations and confirmation numbers) attached. In the event that travel expense is prepaid, actual receipts must be turned in and attached to the Reimbursement Request Form within 30 days of the completion of travel. Any amount paid in excess of the actual receipts filed must be repaid to the District within 30 days.

#### **6. EXPENSES INCURRED BY BOARD MEMBERS:**

Expenses may only be approved for reimbursement by the Board as a whole at normally scheduled Board Meeting subject to a roll call vote.”

**Section 2.** Should any portion of this Resolution be declared invalid, the remaining severable portions, shall, nonetheless, remain in full force and effect.

**Section 3.** Upon this Resolution's effective date Section 4.5-Expense Reimbursement of the Board Manual shall be titled the District Reimbursement Policy and reference such as the reimbursement policy of the Board. Section 4.5.2 – Other Expenses Related to Official Duties shall become void.

**Section 4.** Upon this Resolution's effective date it shall replace the District's Travel Expenses & Accommodation Policy in the District's Procedure Manual.

**Section 5.** This Resolution shall be in full force and effect from and after 10 days following its passage, approval, and publication as required by law.

**ADOPTED** by the Forest Preserve Commission of Rock Island County Forest Preserve District of Rock Island County, Rock Island, Illinois on the 15<sup>th</sup> day of November 2016.

**Rock Island County Forest Preserve District  
Travel/Expense Reimbursement Request Form**

Requestor: \_\_\_\_\_

Job Title/Position: \_\_\_\_\_

Dates/Nature of Business: \_\_\_\_\_

\_\_\_\_\_

Please describe the reason for the travel and/or expense and justify how this is public business relating to or for the District:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach all receipts. If you have not yet incurred the expense, attach the supporting documents that verify your cost estimate. All expenses pre-paid must be equal to or less than actual costs and the receipts must be turned in within 30 days of the trip.

(ATTACH RECEIPTS/INVOICES HERE)

Total Reimbursement Amount Requested:                      \$ \_\_\_\_\_

Approved on: \_\_\_\_\_ By: \_\_\_\_\_

## **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT TUITION REIMBURSEMENT PROCEDURES**

Rock Island County Forest Preserve District wishes to upgrade skills of its employees. A budget will be prepared and adhered to on a first-come, first served basis as long as budgeted funds are available, to be decided annually.

Rock Island County Forest Preserve District will specifically not reimburse employee expenses pertaining to a total Associate, Bachelor, or Masters level degree, but will reimburse for those courses within certain degrees which are related to the employee's position at the District, along with other criteria for successful completion depending on level of course(s) taken. Additionally, a pre-determined continued employment period will be required, as follows:

1. Course must be (District) job related.
2. Course must be taken during non-working hours. No "homework" or studying will be done or otherwise allowed during the employee's scheduled working hours.
3. Course will be reimbursed only when employee submits a satisfactory grade to the District, in addition to proof of prior payment by employee to educational institution. However, required Tuition Reimbursement Request Form(s) must be completed and approved prior to start of the course.
4. Employee must receive a "C", "B", "A"; or Pass if a Pass/Fail course.
5. Only tuition which includes mandatory fees will be reimbursed. Employee is responsible for any necessary course books, additional course specific fees, transportation, or any other related expenses.
6. No more than one-job related class per semester will be reimbursed for any one employee (again on a first-come, first-served basis as long as budgeted funds are available. Final decision will rest with the Forest Preserve President).
7. "Semester" is defined as follows; July 1 through December 31; January 1 through June 30; except any job-related course started in one "semester" which may overlap into the next semester may still be considered for reimbursement for the starting semester (and not counted again as ending, or in, the following semester).
8. Employee will be required and must agree at the time the request is made to remain with the District for a period of one (1) year following completion of the last course(s) taken (Associate Degree); OR for any employee already possessing an Associate Degree, two (2) years following completion of the last course(s) taken (Bachelors or higher Degree).
9. Any employee already possessing a Bachelors, Masters or higher degree may take any job-related course to use as "brush-up" with the same required grade, or equivalent, semester requirement, and for continued two (2) years employment (as required of the Bachelor level).
10. All classes must be requested and approved to be taken by the District for reimbursement prior to the start of the class. All pertinent information must be submitted and approved by the immediate supervisor and the Forest Preserve President in order that current budget may be properly maintained. Proof of payment for the class by the educational institution will be required prior to reimbursement.
11. No reimbursement will be made by the District which does not meet the above criteria.
12. Any employee voluntarily leaving the District who has agreed to the above conditions prior to completion of the required employment period for the course taken, agrees to pay the District for the last course(s) taken requiring the continued employment period. It must be agreed by the employee that repayment will be made by deduction from the final paycheck of the employee. Provided the final paycheck is not enough for reimbursement to the District, the employee will be responsible for the balance.
13. The District may at its discretion require an employee to take a certain job-related course or courses to remain in a current grade level. In that event, approval of the Forest Preserve President will be required. All other rules will apply.
14. Any employee not leaving employment voluntarily during the required employment period following completion and reimbursement of a course(s) will not be required to repay the District.

15. Form(s) will be provided and located in the Forest Preserve Office to apply for each class requested or required.
16. Failure to adhere to the procedures as described above may result in the non-reimbursement of previously approved course.

**Rock Island County Forest Preserve District  
Tuition Reimbursement Request Form**

Employee Name \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

<b>Criteria</b>	<b>Employee Answer</b>	<b>Dept. Head/ Approval</b>
-----------------	------------------------	-----------------------------

Is this course job related?	Yes/No	Yes/No
-----------------------------	--------	--------

What is the title/name of the course?	_____	Yes/No
---------------------------------------	-------	--------

What institution will this course take place at? (Be specific with name and location)	_____	Yes/No
--	-------	--------

Is this a credit hour course? If yes, how many credit hours?	_____	Yes/No
--	-------	--------

Is this a pass/fail course?	_____	Yes/No
-----------------------------	-------	--------

Only mandatory fees are reimbursable, please Itemize all costs associated with reimbursement requested.(attach additional sheet as necessary)	_____	Yes/No
---	-------	--------

Do you agree to remain with the District for the requisite period of time if the District were to reimburse the cost of the course?	_____	Yes/No
---	-------	--------

What is the time frame of the course? (i.e. start/end date; time, etc....)	_____	Yes/No
---	-------	--------

Do you have a copy of the District's Tuition Reimbursement Procedures?	Yes/No	Yes/No
---	--------	--------

By signing this request form, employee acknowledges that the course in question is job related, that it will be taken during non-working hours and that all homework and studying will be done offsite and during the employee's own personal time. Reimbursement will be made only after submission of a satisfactory grade with proof of payment and completed/approved reimbursement form. Employees are responsible for all books, fees, lab costs, transportation and other associated costs. No more than one job-related course per semester per employee will be eligible for reimbursement. This program will be adhered to on a first-come, first served basis as long as budgeted funds are available. Failure to adhere to the policies as described above may result in the non-reimbursement of a previously approved course.

---

Employee Signature & Acknowledgement	Date
--------------------------------------	------

---

Department Head/District Director Approval	Date
--	------

---

Forest Preserve President Approval	Date
------------------------------------	------

Completed forms are to be filed in the Forest Preserve Office with a copy provided to the employee, department head and District Director. Once an employee receives a satisfactory grade upon completion of the approved course, a copy of the passing grade and receipt indicating proof of payment are to be sent to the Forest Preserve Office (19406 Loud Thunder Road, Illinois City, IL 61259). A claim will then be submitted for reimbursement to the employee. Reimbursement to the employee may take 45 to 60 days following receipt by the Forest Preserve Office and will comply with the normal voucher cycle policies. No Treasurer's Disbursements (TD's) will be issued for this program.

# **GENERAL EMPLOYEE POLICY & PROCEDURE**

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
SEXUAL HARASSMENT POLICY  
APPROVED JANUARY 2018**

**1. GENERAL POLICY:**

It is the policy of the Rock Island County Forest Preserve District to comply with the Illinois Administrative Procedures Act (5 ILCS 430/5-5) or Public Act 100-0554 and Workplace Transparency Act or Public Act 101-0221 through the promulgation of these regulations. The Rock Island County Forest Preserve District also recognizes that Sexual Harassment is defined by the Illinois Human Rights Act (775 ILCS 5/2-101) and by Title VII of the Civil Rights Act (29 C.F.R. Part 1604.11) and reaffirms the principle that its employees have a right to work in a harassment-free environment and to be free from sex discrimination in the form of sexual harassment in a working environment whether an employment relationship is present or not within that working environment.

**2. DEFINITION OF SEXUAL HARASSMENT:**

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

One example of sexual harassment is a case where a qualified individual is denied employment opportunities and benefits after rejecting the supervisor's sexual advances or request(s) for sexual favors or the individual is terminated. Another example is when an individual is subjected to unwelcome sexual conduct by co-workers because of his or her gender which makes it difficult for the employee to perform his or her job.

It is understood that sexual harassment includes a wide range of behaviors, including but not limited to the actual coercing of sexual relations, verbal or physical sexual advances, requests or threats, sexually explicit or derogatory statements, jokes, pictures, objects or gestures and physical aggressiveness such as touching, pinching or patting. Such behavior may offend the aggrieved party, cause discomfort or humiliation and interfere with job performance. These behaviors will be interpreted and applied consistently with accepted standards of mature behavior and freedom of expression. Sexual relations or sexual contact which is freely and mutually agreeable to both parties is not considered harassment.

Other conduct which may constitute sexual harassment, includes:

- **Verbal:** Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-Verbal:** Suggestive or insulting sounds (whistling, leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.

- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- **Textual/Electronic:** “Sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

While the most commonly recognized forms of sexual harassment involve the types of conduct described above, non-sexual conduct can also constitute a violation of the applicable laws when that conduct is directed at the victim because of his or her gender (for example, a female employee who reports to work every day and finds her tools stolen, her work station filled with trash and her equipment disabled by her male co-workers because they resent having to work with a woman).

A “working environment” is not limited to the physical location where an employee performs their duties.

### 3. RESPONSIBILITY OF INDIVIDUAL EMPLOYEES:

Each individual employee has the responsibility to refrain from sexual harassment in the workplace.

An individual employee who sexually harasses a fellow worker is, of course, liable for his or individual conduct.

The harassing employee will be subject to disciplinary action up to and including discharge in accordance with the District policy or any applicable collective bargaining agreement, as appropriate.

### 4. PROCEDURES FOR FILING A COMPLINT:

Any employee who believes he or she has been sexually harassed may report the alleged incident through the established procedures.

1. If the employee believes that he or she is or has been sexually harassed, the employee should immediately inform the harasser if possible in a safe and non-confrontational manner that the behavior is unwelcome and should be stopped.

A. The employee should also inform their immediate supervisor and the Forest Preserve District’s Human Resources designee within seven (7) days of the incident to ensure a prompt investigation of the alleged harassment through direct communication or an electronic method via email for example. If the immediate supervisor is the alleged perpetrator of the harassment, the employee should take matters to the Forest Preserve District’s Human Resources designee and the next level of management. The Forest Preserve District’s Equal Employment Officer shall be notified by the Forest Preserve District’s Human Resources designee of any ongoing investigations.

When reporting any incident of alleged sexual harassment the employee should submit any and all documentation of any incident(s) at the time of reporting the allegation (What was said or done, the date, time and the place), including but not limited to written records such as letters, notes or telephone messages. The District will promptly address

reported alleged conduct and use reasonable care to promptly address and prevent future misconduct. The right to confidentiality of all employees will be respected in both informal and formal procedures, insofar as possible.

B. If an employee wishes to remain anonymous they should provide a written document of alleged harassment within seven (7) days of the incident that includes (What was said or done, the date, time and the place), including but not limited to written records such as letters, notes or telephone messages to Forest Preserve District's Human Resources designee (Rock Island County Human Resources, C/O Sexual Harassment Complaint, 1504 3<sup>rd</sup> Ave, Rock Island, IL 61201) within seven (7) days of the incident to ensure a prompt investigation of the alleged harassment.

C. An individual can also lawfully report alleged sexual harassment to the Illinois Inspector General or any of the following:

Illinois Department of Human Rights (IDHR)  
Chicago: 312-814-6200 or 800-662-3942/TTY: 866-740-3953  
Springfield: 217-785-5100/TTY: 866-740-3953  
Marion: 618-993-7463/TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)  
Chicago: 312-814-6269/TTY: 312-814-4760  
Springfield: 217-785-4350/TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)  
Chicago: 800-669-4000/TTY: 800-869-8001

D. All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the District. Due to the serious implications of sexual harassment charges and the difficulties associated with their investigations, the claimant's willing cooperation is a vital component of an effective inquiry and appropriate outcome.

E. Alleged harassment by a commissioner against another elected official can be reported to the Board President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other commissioner. Any report under this section must be referred to the District's legal Counsel (Rock Island County States Attorney), who then must appoint a qualified independent attorney or consultant to review and investigate the allegations.

## **5. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASMENT ALLEGATIONS:**

Retaliation is prohibited under the Illinois Whistleblower Act (740 ILCS 174/) and the Illinois Human Rights Act (775 ILCS 5/) for employee's who report alleged sexual harassment. Forest Preserve District policy explicitly prohibits retaliation against employees for reporting alleged sexual harassment in an employee's working environment.

## **6. FALSE AND FRIVOLIOUS COMPLAINTS:**

An employee found to be guilty of sexual harassment, or filing of a false sexual harassment report is subject to disciplinary action for violation of Rock Island County Forest Preserve District policy, consistent with existing procedures.



**For Immediate Release**  
Friday, February 16, 2018

**Contact:** Leslie Strain  
[leslie.strain@illinois.gov](mailto:leslie.strain@illinois.gov)

## **Illinois Department of Human Rights Announces Sexual Harassment Hotline**

*Toll-free number and website will help connect the public with resources to address sexual harassment*

**CHICAGO** – The Illinois Department of Human Rights (IDHR) today announced the creation of a toll-free sexual harassment hotline to provide resources to the public, including referrals to counseling and legal services. The hotline, and accompanying website, will also allow for the reporting of sexual harassment allegations in both private and public places of employment.

In establishing and maintaining the hotline, IDHR enlisted the support of The Chicago Lighthouse, which provides employment opportunities to the blind, visually impaired, disabled, and Veteran communities. Staff at The Chicago Lighthouse were trained by IDHR management on legal definitions of sexual harassment and resources available for reporting it, including filing of a charge of discrimination.

"This hotline will allow for a more centralized process for the public to find necessary resources and assistance in the filing of sexual harassment complaints," said IDHR Acting Director Janice Glenn. "I am proud to establish this partnership with The Chicago Lighthouse to provide essential information to those who are facing sexual harassment. Through this service, our agency can better enforce laws that protect Illinois residents and prevent acts of sexual harassment."

The Sexual Harassment Hotline Call Center can be reached Monday through Friday with the exception of state holidays between the hours of 8:30 a.m. and 5:00 p.m. at 877-236-7703. By statute, all communications received by the Department via the hotline or accompanying website are confidential and exempt from disclosure under the Freedom of Information Act.

For more information, please visit <https://www.illinois.gov/sexualharassment>.

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**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT**  
**IDENTITY-PROTECTION POLICY**  
**APPROVED FEBRUARY 2018**

**I. INTRODUCTION AND IDENTIFICATION OF ACT**

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*, to protect SSNs from unauthorized disclosure. The Identity Protection Act requires Rock Island County Forest Preserve District to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality of Social Security numbers (SSNs) that the District collects, maintains, and uses. It is important to protect SSNs because this private information can be used to facilitate identity theft and fraud. One way to better protect SSNs is to limit access to and distribution of this private information.

All District officers, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

**II. DEFINITIONS**

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

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

“Board” means the Board of Commissioners of the District.

“District” means Rock Island County Forest Preserve District.

“Person” means any individual in the employment of the District.

“Policy” means this Identity-Protection Policy.

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

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

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

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

**III. STATEMENT OF PURPOSE**

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

**IV. PROHIBITED ACTIVITIES**

(a) Neither the District nor any Person may:

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

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

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

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

1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
5. The disclosure of SSNs by a State agency to the District for the collection of delinquent child support or of any State debt or to the District to assist with an investigation or the prevention of fraud.

6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

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

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

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

## **VI. LIMITED EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS**

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

## **VII. EMBEDDED SOCIAL SECURITY NUMBERS**

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

## **VIII. APPLICABILITY**

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

This Policy does not apply to:

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

## **IX. AVAILABILITY OF POLICY**

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

District employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from the District Director, 10406 Loud Thunder Road, Illinois City, IL 61250 or via phone 309-795-1040.

## **X. AMENDMENTS**

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

## **XI. EFFECTIVE DATE**

This Policy becomes effective upon the approval of the Forest Preserve Commission.

## **ATTACHMENT**

### **STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS BY THE ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT**

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

#### **Why are we collecting your Social Security number?**

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

1. Illinois State Police-background check form
2. Employee Information-payroll form

#### **What will we do with your Social Security number?**

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

We will not:

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

#### **If you have questions or complaints about this Statement of Purpose submit them to:**

District Director  
19406 Loud Thunder Road  
Illinois City, IL 61259  
309-795-1040

# **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT**

## **SOCIAL NETWORKING POLICY**

**Approved October 2010**

The purpose of the Social Networking Policy is to provide guidelines and rules for employees who engage in social networking activities, and to protect Rock Island County Forest Preserve District, its employees, and its residents from unauthorized disclosure of information. Examples include but are not limited to Facebook, MySpace, YouTube, Twitter, blogs, media sites or similar types of online forums. Personal Web sites and Web logs (blogs) have become a method of self-expression in our culture. Rock Island County Forest Preserve District respects the right of employees to use these mediums during their personal time. If an employee chooses to identify himself or herself as a Rock Island County Forest Preserve District employee on a Web site or Web log, he or she must adhere to the following guidelines:

- Make it clear to the readers that the views expressed are the employees alone and that they do not reflect the view of Rock Island County Forest Preserve District.
- Do not disclose any information that is confidential or proprietary to Rock Island County Forest Preserve District or to any third party that has disclosed information to the company. Consult the Rock Island County Forest Preserve District employee manual, and or supervisor about what constitutes confidential Information.
- Uphold Rock Island County Forest Preserve District's value of respect for the individual and avoid making defamatory statements about Rock Island County Forest Preserve District employees, residents, clients, partners, affiliates and others.
- Be careful not to let blogging interfere with the employee's job or client commitments. Therefore, unless specifically authorized by the Rock Island County Forest Preserve District, employees are not to use or access any form of social media or technology during working hours.

### **General Provisions**

Unless specifically instructed, employees are prohibited on commenting publicly or on behalf of the Rock Island County Forest Preserve District its operations or employees. Employees are expected to protect the privacy of Rock Island County Forest Preserve District, and its employees, and are strictly prohibited from disclosing personal employee and non-employee information and any other proprietary and nonpublic information to which employees have access.

Communications produced on behalf of Rock Island County Forest Preserve District must be consistent with Rock Island County Forest Preserve District's Employee Manual, policies and applicable laws, including laws concerning protected health information, privacy, confidentiality, copyright and trademarks

### **Employee Monitoring**

Employees are cautioned that they should have no expectation of privacy while using District equipment. Rock Island County Forest Preserve District reserves the right to use content management tools to monitor, review, and or block content that violates the rules and guidelines set forth in this policy.

Employees are also cautioned they should have no expectation of privacy when using social media sites that are accessible by the public or the employer. Employees comments made on these mediums can be used for disciplinary or corrective action by Rock Island County Forest Preserve District.

### **Reporting Violations**

Rock Island County Forest Preserve District strongly encourages violations of this policy to be reported to supervisors in an effort to ensure the privacy of the District, the employees, and the residents of the Rock Island County Forest Preserve District.

### **Discipline for Violations**

Violations of the social networking policy will be subject to Rock Island County Forest Preserve District's discipline policy, unless otherwise addressed in the employee's Collective Bargaining agreement, up to and including immediate termination. Discipline or termination will be determined on the nature and factors of each incident. Rock Island County Forest Preserve District reserves the right to take legal action where necessary against employees who engage in unlawful conduct.

# **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT NIABI ZOO RANDOM DRUG TESTING POLICY**

## **I - Policy**

### **1) Authority**

430 ILCS 85/2-1 et seq.

### **2) Policy Statement**

The use of unauthorized or illegal drugs by an employee, regardless of the position held, adversely affects the accomplishment of the Rock Island County Forest Preserve District's ability to comply with the Illinois Carnival and Amusement Rides Safety Act 430 ILCS 85/2-1 et seq., impairs the efficiency of the workforce, endangers the lives and security of employees, undermines the public trust, and is therefore prohibited. In order to identify possible illegal drug usage and to comply with the Illinois Carnival and Amusement Rides Safety Act 430 ILCS 85/2-1 et seq., the Forest Preserve District has established a program to test for the use of illegal drugs at a total cost to the Rock Island County Forest Preserve District.

## **II – Procedure**

### **1) Purpose**

The purpose of this policy is comply with 430 ILCS 85/2-1 et seq. and to establish a written procedure for random drug testing of all employees assigned to the operation or assist in the operation of the Niabi Zoo Express (Niabi Zoo's Train) and/or the Endangered Species Carrousel (Niabi Zoo's Carrousel).

### **2) Applicability**

This policy is applicable to all employees assigned to the Niabi Zoological Forest Preserve who at any time may operate or assist in the operation of the Niabi Zoo Express or Endangered Species Carrousel.

### **3) Designees**

Individuals specified in this policy may delegate stated responsibilities to another person or persons unless otherwise directed.

### **4) Definitions**

Collector: medical personnel or agency or an individual designated by the Forest Preserve District who has been trained on the collection procedures.

Drug:-those substances identified in 720 ILCS 550/1 et seq. and 570/100 et seq.

Employee:-all employees assigned to the Niabi Zoological Forest Preserve who may operate or assist in the operation of the Niabi Zoo Express or Endangered Species Carrousel.

Split Specimen: urine collection procedures whereby a urine specimen is poured into two specimen bottles.

## **III - General Provisions**

- 1) The Forest Preserve District President or designee shall ensure that all employees are provided with a copy of this policy.

- 2) The laboratory selected to conduct the analysis must demonstrate technical expertise and proficiency in toxicology testing and be certified by the Substance Abuse and Mental Health Service Administration (SAMHSA).
- 3) Attempts to tamper with or adulterate the specimen, or positive test results that cannot be justified shall be considered a positive finding. Failure to perform the test will result in a positive test. When positive results cannot be justified, non-bargaining unit employees shall be terminated.
- 4) Drug tests shall normally be conducted during regularly scheduled work hours. However, employees shall be in paid status if drug tests are conducted outside of their regularly scheduled hours of work. Employees shall not be called back to work for the purpose of taking a drug test.
- 6) Drug testing documents and test results will be handled and maintained in a confidential manner.

#### **IV - Drug Testing Procedure**

- 1) All drug tests shall be performed by a Rock Island County Forest Preserve District approved SAMHSA certified laboratory, which will screen the sample and confirm all positive samples for drugs. Procedures are consistent with the IDOT testing procedures. Currently the District uses Genesis Occupational Health.

The above shall not preclude the use of authorized tests for initial screening purposes.

A) Upon arrival of the individuals at the collection site, the collector will instruct them to present photo identification. If an employee does not have proper identification, the collector shall contact the Forest Preserve District to confirm identification.

B) The collector may instruct the individual to remove any unnecessary outer garments such as coats or jackets that might be used to conceal items or substances that could be used to tamper with or adulterate the urine specimen. All personal belongings except a wallet shall remain with outer garments.

C) Urine Specimen Collection shall be as follows:

1. Employee's specimen collection may be provided in the privacy of a stall or otherwise partitioned area free from any substance which may be used to contaminate the specimen and that allows for individual privacy unless direct observation is required. Direct observation is required when:

a) There is reasonable basis to believe a particular employee may alter or substitute the specimen, specifically if:

- i). The Collector observes conduct indicating an attempt to substitute or adulterate the sample (for example substitute urine in plain view or possession of equipment or implements which may be used to tamper with urine specimens).

- ii) The employee has previously been determined to have tampered with a urine specimen or if the color

or temperature of the urine specimen indicates possible adulteration or substitution.

iii) The last urine specimen provided by the employee was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2g/L

b) The test is being conducted pursuant to disciplinary procedures.

D) Individuals who are unable to provide a specimen when requested shall be given up to 40 ounces of water and 3 hours to provide the sample. This information shall be recorded on the chain of custody documentation.

E) For random testing, the urine specimens shall be collected and stored in split specimen containers. At the time of collection, each urine specimen shall be divided into two bottles. One bottle shall be labeled as a primary specimen and the remaining specimen shall be labeled as a split specimen. Only the primary specimen shall be opened by the laboratory and used for the initial urine analysis. The split specimen shall remain sealed and stored at the laboratory.

F) The specimen shall be given to the collector who shall examine the sample to determine it is the appropriate color, clarity, temperature, and volume.

1) If the sample meets the above criteria, the samples shall be immediately labeled and sealed.

2) If the sample does not meet the above criteria, the individual shall be required to provide another specimen prior to leaving the specimen collection site. Such action shall be documented.

G) Following the giving of the specimen, the individual shall sign a chain of custody form certifying that the urine in the bottles came from his/her body at the time of collection. Refusal to sign the statement shall be noted in the remarks section on the chain of custody documentation by the collector.

H) Results will be forward to the District and an employee will be notified immediately of a positive test. All testing results shall remain confidential.

## **V - Random Testing**

1) All employees assigned at Niabi Zoological Preserve who operate or assist in the operation the Niabi Zoo Express or Endangered Species Carrousel shall be subject to random drug testing.

A) Individuals shall be selected at random and up to 10% of the eligible test population shall be tested annually between the months of April-October when employment is at its peak. The testing dates and times shall be unannounced with unpredictable frequency.

B) A master list identifying employees eligible for testing shall be maintained by the Forest Preserve District.

C) When necessary the Forest Preserve District shall ensure that updates to the list of employees eligible for testing are made.

D) The collector shall notify the Forest Preserve of the employees who are selected for testing.

E) The collector shall ensure that written notification is provided to the District and that it is the responsibility of the District to schedule the date and time of the test. It is also the responsibility of the District to inform the selected employees of the test time.

F) Authorization to be excused from testing in emergency situations must be approved by the Forest Preserve District President or his designee or above. An employee who is unavailable for testing when selected shall be excused from the test for the following reasons:

- 1) Pre-approved time off for vacation, personal, accrued holiday, authorized absence, compensatory time, or sick time;
- 2) Any authorized leave of absence;
- 3) Suspension from duty;
- 4) Military leave or weekend drills;
- 5) Emergency situation.

G) The Forest Preserve District shall document in writing the names of all employees excused from random drug testing and the reason for the exclusion.

H) If an employee who has been excused because of unavailability and returns to work with-in three days of the date he or she would have been randomly tested, the Forest Preserve District shall make arrangements with the laboratory to have the employee tested.

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I have received the Rock Island County Forest Preserve District's Niabi Zoological Preserve Niabi Zoo Express and Endangered Species Carrousel Drug Testing Policy. I understand its contents and agree to abide by this policy as a condition of my continuing employment with Rock Island County Forest Preserve District.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT PAYROLL PROCEDURE & CHECK DISTRIBUTION**

1. The employee who prepares the payroll work register should not be the same employee who picks the checks up from the Treasurer's Office or distributes the payroll checks to the other employees.
2. Any employee who wishes another person to pick up their check must sign a form authorizing the other party to pick up the check. This form shall be signed by the department head and the person picking up the paycheck at the time the check is distributed. The form shall be kept on file in the respective departments.
3. The Treasurer shall be informed by each department:
  - (a) who prepares the payroll work register
  - (b) who will be picking up the payroll checks
  - (c) who will be distributing the payroll checks on each shift
4. Payroll checks shall be distributed at the following designated times:  
First shift between 10:00 AM and 11:00 AM  
Second shift first hour of shift.
5. All employees hired after December 15, 2009, shall be enrolled in the District's automatic paycheck program.

If the employee distributing the payroll checks wishes to do so they may give checks out at other times in addition to the designated times. During a payroll audit of the department, checks will only be distributed during the designated hours.

## **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT SECTION 504 GRIEVANCE PROCEDURE**

Rock Island County Forest Preserve District has adopted a grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Office of Revenue Sharing (ORS) regulations (31 C.F.R. 51.55 (d) (2) 0 implementing Section 504 of the Rehabilitation Action of 1973, as amended (29 U.S.C. 794)> Section 504 states, in part, that “no otherwise qualified disabled individual shall, solely by reason of his disabled, be excluded from the participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance...”

Any qualified handicapped individual who feels he or she has been discriminated against may make discrimination –related grievances to the Rock Island County Forest Preserve Commission President. Complaints should be addressed to the Commission President, 1504 3<sup>rd</sup> Ave, Rock Island IL 61201, (309) 786-4451 who has been designed to coordinate Section 504 compliance efforts.

1.     A. The complainant shall meet with the commission president and attempt to resolve the problem(s) causing the complaint.  
       B. The commission president shall then have ten working days within which to issue a decision and submit it in writing to the complainant(s).
2.     A. If the complainant feels that the decision does not satisfactorily resolve the complaint, the persons involved shall have ten working days in which to file a formal written complaint.  
       B. The complaint must be legible and signed and must include: 1) name, address, telephone number of person making the complaint, 2) date of filing 3) name including address and telephone number of those against whom the complaint is lodged and/or name of other involved, 4) a single set of facts, situation or conditions which caused the complaint, 5) the remedy/solution requested by the complainant.  
       C. Upon receipt of the complaint in the proper form the Commission President will log it and deliver letters of acknowledgement and notice of receipt to the complainant and the grievance hearing committee respectively within ten working days.
3.     The District Auditor and District Treasurer shall serve in the capacity as the Grievance Hearing Committee for any formal written complaints related to Section 504 disabled regulations.
4.     The Commission President shall provide the Grievance Hearing Committee with copies of all written statements related to the complaint.
5.     The Grievance Hearing Committee shall schedule a hearing within ten working days of the notification of the complaint and notify the Commission President of the hearing date, time and place.  
       The Commission President shall notify the complainants of the date, time, and place of the hearing.  
       The Commission President and the complainant shall meet with the Grievance Hearing Committee who shall hear statements from the parties involved in the complaint.  
       The Grievance Hearing Committee shall have ten working days in which to uphold or amend the Commission President’s decision and shall submit their decision in writing to the complainant.
6.     The Commission President shall maintain the files and records of Rock Island County Forest Preserve District relating to the complaints filed.

# **EMPLOYEE HEALTH & SAFETY POLICY & PROCEDURES**

## **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT SAFETY & HEALTH PHILOSOPHY**

Employees should be free from injury while performing their duties. Rock Island County Forest Preserve District has a moral, legal and fiscal obligation to prevent injuries.

Management Responsibilities: Management will visibly demonstrate to their employees and others, a personal commitment on the importance of safety, thus gaining credibility with the workforce. They will train and certify all employees in the knowledge required with respect to the work to be performed. They will show a sincere interest in preventing injuries.

## **Rock Island County Forest Preserve District Risk Management Program**

### **Rock Island County Forest Preserve District**

**Population:** ~147,500 per the 2010 census.

**District Office:** Illinois City

**District Acres:** 2,259

**Square Miles:** ~428

**District Risk Assessment:** The District has operations in which high-risk critical tasks are performed in order to fulfill the District's mission and provide quality services at the District's parks and facilities. The presented risks and exposures are inherent to park districts and special districts providing open space, recreational and leisure services similar to other agencies and units of governments throughout Illinois. The following areas of District operations require particular attention:

- Public Campground operations
- Public Restrooms & Shower Buildings operations
- Athletic Field operations
- Amusement Ride operations
- Dam maintenance operations
- Playground maintenance operations
- Waterfront service operations
- Zoological Institution operations
- Park & Recreation, Educational services and program operations
- Turf Management operations
- Forestry & Natural Resource Management operations
- Recreational Facility and Amenity operations such as archery range, sledding areas, multi-purpose trails
- Auto/Fleet Management operations
- Liquor Liability
- General District Liability
- Workers' Compensation

**Method of Assessment for Exposure and Liability Program:** The assessment and program is based on Loss Control Guidelines and Inspections performed by Illinois Parks Association Risk Services (IPARKS), services available through the Rock Island County Human Resource Office, applicable federal and Illinois law, trends, District demographics and applicable best practices. The goal of these assessments is to evaluate the areas of probable liability and the corresponding programs, needed services, policies, training methods and administration so that the District and its employees can take steps to effectively prevent or reduce, to the extent possible, injury, property damage or loss. The assessments are based on both assumed and presumed liability and in particular the high risk areas of operations.

The Risk Management Program administrative process shall be as follows:

- The final accountability and direction of the District's liability risk management program lies with and is the responsibility of the Forest Preserve Commission.
- The Forest Preserve Executive Committee is the delegated representative body charged by the Commission for providing broad strategic oversight and direction to manage risk by making recommendations for consideration and/or adoption to the full Commission. Currently the

Forest Preserve District participates in the IPARKS program which provides general liability, property and various other insurance coverages and participates in the Rock Island County Human Resource worker's compensation third party claims administration program, however neither the IPARKS or County worker's compensation program provide any form of worker's compensation insurance coverage. The District also currently lacks any type of unemployment insurance coverage.

- The Forest Preserve Executive Committee shall annually review and determine during the appropriations process whether to continue participation in IPARKS, determine the levels of assumed risk by continuing self-insurance in areas in which it does not have coverage and shall determine the general direction for policy formation regarding areas of risk.
- The Forest Preserve Director is delegated the primary responsibility for overall daily administration of the District's risk management program as it relates to the District as a whole.
- The Risk Management Committee is the delegated employee representative body charged with analyzing IPARKS recommendations, reviewing worker's compensation incidents & issues, providing general safety/risk management guidance at the departmental level, and determining recommended risk management training for the general employee population.
- All Forest Preserve District employees have a responsibility to protect the District's assets and to perform their duties in such a manner as to not unnecessarily cause the District to be held responsible for a tort liability action.

# Liability/Tort Levy Expenditures/Risk Management Program

## 1. INTRODUCTION

### 1.1 - Policy

The Forest Preserve District of Rock Island County (herein called "District") recognizes its role of stewardship over the assets of the District, both human and financial. It interprets its responsibility in this area as requiring the highest possible concern for the safety of its employees and the public it serves. The District shall therefore have in operation a Risk Management Program designed to protect the District against liability or loss which may be imposed upon it or one of its employees for a tortious act under federal, state common or statutory law, or imposed upon it under the Workers' Compensation Act, the Workers' Occupational Diseases Act or the Unemployment Insurance Act. The District will continually identify and implement appropriate risk management, education, inspection, training, and supervisory programs to eliminate or reduce liability and loss exposure through the District operations.

The District recognized its ability to budget for and retain various limits of coverage through the Illinois Parks Association Risk Services (IPARKS), a local government risk sharing pool comprised of similar municipal agencies as that of the District for the following coverages of its purpose and operations as of August 1, 2016:

<b>Coverage</b>	<b>Limit</b>	<b>Deductible</b>
Legal Liability for General Liability Claims	\$15,000,000	\$25,000
Cyber Liability	\$15,000,000	\$25,000
Legal Liability for Automobile Claims	\$15,000,000	\$0
Covered Pollution Cost or Expense for Automobiles	\$15,000,000	\$0
Medical Expenses-Automobiles	\$5,000	\$0
Uninsured and Underinsured Motorist Per Person	\$40,000	\$0
Uninsured and Underinsured Motorist Per Occurrence	\$40,000	\$0
Public Officials Wrongful Acts	\$15,000,000	\$0
Employment Practices Wrongful Acts	\$15,000,000	\$25,000
Employee Benefit Liability	\$100,000	\$1,000
Employment Expense	\$15,000,000	\$0
Non-Monetary Relief Defense Expense	\$25,000	
Appeal Bonds	Unlimited	\$0
Bail Bonds	Unlimited	\$0
Bonds to Release Property	Unlimited	\$0
Claim and Defense Expenses	Unlimited	\$0
Member Expenses	\$10,000	\$0
Post Judgement Interest	Unlimited	\$0
Pre-judgement Interest	Unlimited	\$0
<b>Endorsement</b>		
Illinois Underground Storage Tank Fund	\$10,000 Per Claim	\$0
Reimbursement of Deductible	\$25,000 Aggregate	
Broad Legal Defense Fund Coverage	75% Of Payment	\$0
Moral Obligation to Pay Coverage	50% Of Payment	\$0
Pollution Liability Coverage-Chlorine	\$15,000,000	\$0

Pollution Liability Coverage-Pesticides	\$2,000,000	\$25,000
Liquor Liability Coverage	\$2,000,0000	\$25,000
Fungi or Bacteria Benefit		\$0

While the District does have various insurance coverages through IPARKS, the IPARKS program is not an all-inclusive program ensuring coverage for all the risks associated within the operations of the District. In those areas in which coverage has not been acquired for a particular identified exposure the District will operate under the principle of self-insurance. It shall be the District's practice to attempt to self-insure these foreseeable and bearable exposures with sound operational and risk management practices. Moreover, even though the District has purchased insurance which provides coverage in a variety of risks, the District shall continue to perform sound risk management practices pursuant to this policy in order to minimize liability or loss and to maintain or reduce insurance premiums.

## **1.2 - Purpose**

The District shall have in operation a Risk Management Program which is designed to reduce or prevent the District's exposure to liability and liability risks. The District desires to: 1) ensure the health and safety of its employees and the public; 2) ensure that the District's facilities and grounds are maintained in a safe condition; 3) provide careful supervision and protection of all the District's real and personal property, and; 4) protect the rights of its employees and the public under applicable federal and state law.

Risk management is a management tool to assess and mitigate events that might adversely impact the District. The Risk Management Program presents the process for implementing proactive risk management as part of the overall management of the District. The Risk Management Program describes the framework for identifying, analyzing, prioritizing, and tracking loss exposures, and planning adequate resources to manage loss exposures. It assigns specific responsibilities for the management of risk and prescribes the processes to be followed.

## **1.3 - Legal Authority**

The Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9 - 101 et. seq.) provides for a governmental body to levy a tax which when collected will pay the cost of risk management (Section 9-107). In addition, this Section allows for funds raised pursuant to this Section to be used to pay the cost of insurance, including all operating and administrative costs and expenses directly associated therewith, claim services and risk management directly attributable to loss prevention and loss reduction, educational, inspectional and supervisory services directly relating to loss prevention and loss reduction, to purchase claim services, to pay for judgments or settlements, or to otherwise pay the cost of risk management programs.

## **1.4 - Program Summary**

In addition to the District's insurance protection, whether purchased or self-insured, for general liability, building, contents and property damage insurance, and related coverages like Director and Officer's Liability coverage, Workers' Compensation and Unemployment Compensation insurance, the District hereby resolves to create and continue a program of risk management and loss control using funds as provided by statute for such purposes, and hereby sets out that program.

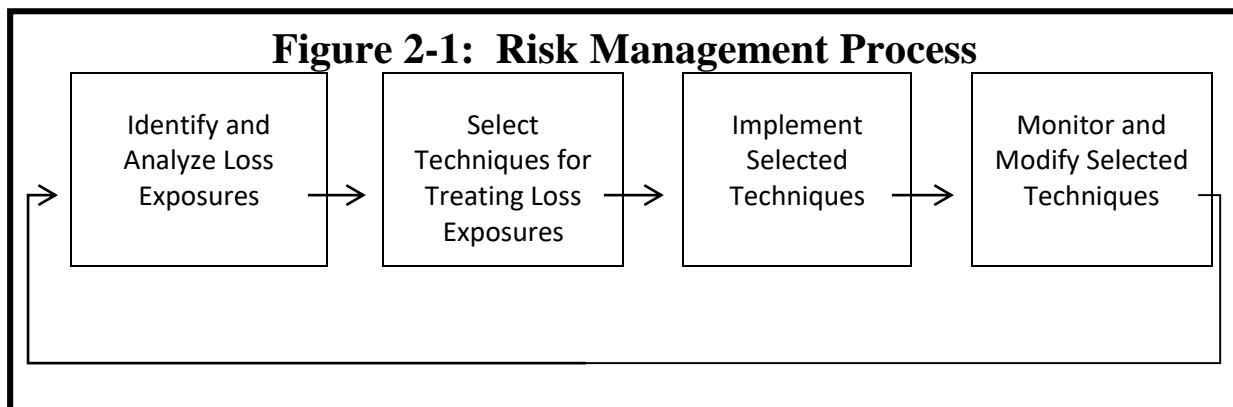
The District's Risk Management Program shall: 1) identify areas of loss exposure and appropriate methods to mitigate the identified exposures; 2) clearly delineate personnel responsibilities for loss control and risk reduction; 3) provide for adequate self-insurance and/or for the purchase of adequate insurance against liability exposure of all appropriate types; 4) assess the cost for maintenance of the Risk Management Program, necessary personnel to implement the program, and necessary educational, inspection, and supervisory services associated with risk management, to be included in the District's annual budgeting and tax levy.

The District finds that the most effective manner in which to implement this Risk Management Program is to thoroughly integrate risk management into every level of the District's operations. An employee's salary (or a portion thereof) can only be paid from the liability/tort levy if his or her job duties are set forth in the Program and include (1) identifying and analyzing loss exposures; (2) selecting a technique or combination of techniques to be used to handle the exposure; (3) implementing the chosen technique; and (4) monitoring the decisions made and implementing appropriate changes.

## 2. RISK MANAGEMENT PROCESS

### 2.1 – Overview

Figure 2-1 illustrates in general terms the overall Risk Management Program. The Risk Management Program is a cumulative and ongoing process, with each step in the process building on the results of the previous steps. Each of the risk management steps shown in the figure below are described more fully in the following paragraphs.



A loss exposure is a set of circumstances that presents a possibility of loss, whether or not a loss actually takes place.<sup>1</sup> More specific in terms of this Risk Management Program, the loss exposures to be addressed are circumstances that would give rise to liability or loss which may be imposed upon the District or one of its employees for a tortious act under federal or state law. A tort is a wrong against another for which the law provides money damages as a remedy, a violation of a person's legal rights, and/or physical harm to a person's property.

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<sup>1</sup> Williams C Arthur Jr., et al. Principles of Risk Management and Insurance, 2<sup>nd</sup> ed., American Institute for Property and Liability Underwriters, 1981, vol. I, p. 2,

## 2.2 – Identify and Analyze Loss Exposures

The first step in the Risk Management Program is to identify and analyze loss exposures. These steps shall include: (1) identifying persons and property that are exposed to loss and the perils that can cause the loss; and (2) measuring the potential frequency and severity of the loss exposures. Identification should be both a systematic and a continuing process to review all property, activities, and personnel to determine the District's loss exposure risks. Measurement should include loss control guidelines provided by IPARKS, review the number of accidents that have occurred and that are likely to occur in the future, the potential for money damages, and the severity of the potential losses in order to prioritize the exposures according to their importance.

## 2.3 – Select Techniques for Treating Loss Exposures

After identifying and analyzing loss exposures, the second step in the Risk Management Program shall be to develop techniques to manage those exposures. There are essentially 3 risk-managing techniques for treating loss exposures:

- 1) **Exposure Avoidance**, which eliminates the sources of loss exposures and replaces them with lower risk solutions. This is accomplished through employee training and policy development to reduce the exposure through policy implementation and consistent practice.
- 2) **Exposure Transfer**, which is the relocation of the exposure to others, such as the purchase of insurance; outside claims administration, and legal expertise.
- 3) **Exposure Control**, which manages the loss in a manner that reduces the likelihood of its occurrence and/or minimizes the effect on the District; through education, training, and supervision regarding high-risk liability practices.

Using a combination of two or more of the three techniques is also possible. In determining the “best” overall technique(s) for treating loss exposure, all potential applicable techniques should be identified and evaluated, using the following criteria:

- Feasibility of the techniques;
- Expected effectiveness of the techniques;
- Cost implications of the technique; and
- Effect on the District's operations

## 2.4 – Implement Selected Techniques

The third step in the Risk Management Program shall be to implement the selected techniques using the District's physical and human resources. This step entails:

- Enacting any necessary policies and practices to implement selected techniques;
- Determination of educational, inspection, and/or supervisory tasks;
- Identification of individual(s) needed to perform and monitor the techniques;
- Communication of information to the appropriate personnel.

The components of implementation may include but are not limited to educating the person(s) identified, and then supervising and inspecting the implementation of the techniques to ensure that the technique is properly implemented and that the technique is achieving the desired results.

## 2.5 – Monitor and Modify the Selected Techniques

The fourth step in the Risk Management Program is to monitor the implementation of the techniques to determine whether they are achieving their intended purpose. If the techniques are not achieving appropriate levels of risk management, they should be changed or modified as deemed appropriate. Key components of this step in the Risk Management Program are the supervision and inspection of the implementation of the technique. This process will reveal if the technique is successfully addressing the loss exposures identified in step one.

The most effective manner to monitor the selected techniques includes not only supervision and inspection by the District's Risk Management Program administration, but must also include a self-reporting mechanism. Because the person(s) selected to implement the techniques are in a unique position to most readily evaluate the effectiveness of the selected techniques, they are expected to self-report the effectiveness of the techniques to District's Risk Management Committee.

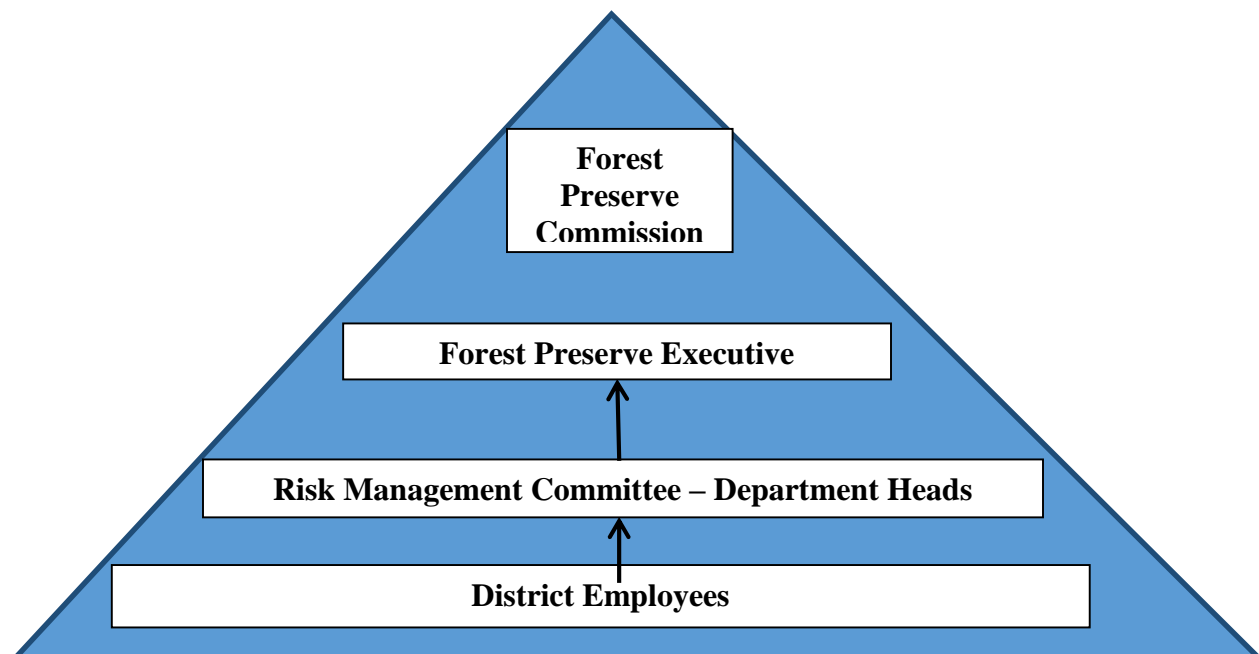
## 3. RISK MANAGEMENT ORGANIZATION PROCESS

### 3.1 – Overview

The District finds that the most effective manner in which to implement this Risk Management Program is to thoroughly integrate risk management into every level of the District's operations.

### 3.2 – Risk Management Organization

Figure 3.2 illustrates the District's risk management organization. Employees in all departments and levels of employment with the District have a duty to promote safety and to minimize risk. Specifically, those employees assigned specific risk management related tasks are expected to engage the four steps of the Risk Management Program for those areas over which they have responsibility, and to report on their findings and recommendations. All department heads within their respective departments will have responsibility for the four (4) areas of plan qualification and administration.



### **3.2.1 – Risk Management Committee**

The Risk Management Committee shall include the Forest Preserve Director and department heads. The Risk Management Committee may include other District employees at the discretion of the President and Committee. The high-level broad based responsibility for the implementation and on-going review of the Risk Management Program rests with the Risk Management Committee. The Committee should continually evaluate the effectiveness of the components and assigned responsibilities.

The Risk Management Committee shall assign and/or approve all recommendations of District employees nominated to serve on the Committee.

The Risk Management Committee should:

- Identify and analyze loss exposures;
- Select techniques for reducing loss exposure;
- Give direction for the implementation of the selected techniques;
- Monitor selected techniques;
- Finalize and/or revise the District's Risk Management Program as needed. Ensure that needed changes to District policy, practices and procedures are communicated in a timely manner and presented to the Forest Preserve Executive Committee for consideration and/or adoption.
- Ensure that selected risk management techniques are communicated to all District employees.
- Ensure that education and training is provided to employees where necessary to support his/her responsibilities for implementing and/or monitoring the selected risk management techniques;
- Monitor the overall success/failure of the selected risk management techniques on a regular basis, and revise the techniques, Risk Management Program and District policies, practices and procedures, and job descriptions as necessary; and
- Report to the Forest Preserve Executive Committee on the Risk Management Program as required.

### **3.2.2 Employee Participation**

The District finds that the most effective manner in which to implement this Risk Management Program is to thoroughly integrate risk management into every level of the District's operations. Every District employee, from top to bottom, should understand the District's risks and his or her role in preventing and controlling potential losses. The District shall communicate the risk management analytical framework and techniques for risk reduction to all District employees.

Employees shall:

- Be educated of their duty to understand and participate in the District's Risk Management Program and it is an essential role as an employee to assist in preventing and controlling potential losses.
- Identify and communicate perceived and actual risks to their Department Head as well as any recommendations or techniques aimed at risk reduction.

- Participate in Risk Management Program inspections and trainings, assist in formulating techniques for risk reduction based on department-specific knowledge.
- Communicate the results of their individual performances of the Risk Management Process to their Department Head.
- Participate, as appropriate and necessary, in employee training in their assigned areas necessary to support implementing and/or monitoring the selected risk management techniques.
- Monitor and review the overall success/failure of the selected risk management techniques on a regular basis, and make recommendation to their Department Head for revising the techniques and as necessary.
- Participate in periodic reviews of work related injuries within their department or a District-wide basis to determine causes and any needed remedial actions to minimize the reoccurrence of any future similar type incidents.
- Provide periodic reports or recommendations to their Department Head or Risk Management Committee when requested.

## **4. RISK MANAGEMENT PROGRAM IMPLEMENTATION**

### **4.1 Overview**

The Risk Management Committee initiates this Risk Management Program by analyzing the IPARKS Loss Control Inspection guidelines and reports, State and national-wide loss trends as well as the District's loss history to prepare the risk management analytical framework which will be drafted to broadly capture the District's risks and their potential impact.

The Risk Management Committee, using the risk management analytic framework as a guide, will ensure that the techniques identified to control losses will be implemented by all District employees. The Risk Management Committee analyzes the results of the performance of the risk management process, and prepares a recommended initiatives. The Risk Management Committee finalizes and communicates the Risk Management Program and changes to District policies, practices, procedures, and employee job descriptions in order to implement and monitor the selected techniques.

All District staff continually monitor the Risk Management Program, and to the extent possible risk management should be a topic during all District meetings.

### **4.2 Implementation of the Risk Management Program**

#### **4.2.1 Risk Management Committee**

The general responsibility for the implementation and accountability of this Risk Management Program rests with the District Director. The Risk Management Committee should continually evaluate the effectiveness of the program and be apprised of needed revisions, additions or deletions to the components and assigned responsibilities.

#### **4.2.2 Risk Management Committee Develops the Risk Management Analytical Framework**

The Risk Management Committee, with primary assistance provided by the District Director should develop the risk management analytical framework to capture the District's risks and their potential impact as fully as possible without detailing all potential losses that may result. The Risk Management Committee should analyze each broad area of risk to evaluate its applicability to the District and its potential impact.

The analytical framework addresses broad areas of risk and impact, rather than specific types of potential losses, because its purpose is to help the District identify the particular risks and potential impacts that are most likely to affect the organization, rather than to require them to work through an exhaustive list.

The Risk Management Committee may form subcommittees, as necessary, to research and report on specific topics.

#### **4.2.3 Risk Management Committee Implements Performance of the Risk Management Process**

The focus of the Risk Management Committee is to develop and implement the Risk Management Program with the District employees. The general responsibility for the accountability of the activities of the Risk Management Committee rests with the District's Director, and when appropriate supported by a Human Resource representative or the Civil Division of the State's Attorney Office as currently contracted.

Each member of the Risk Management Committee should be assigned an area for which he or she has responsibility, and will be responsible for the implementation of the four areas of program qualification and administration recommendations for each of the four steps of the Risk Management Process. The committee will make the determination for what parts of the plan are administered and implemented for the respective department activities and operations as related to the risk management program.

#### **4.2.4 Risk Management Committee Analyzes the Results of the Risk Management Process and Prepares a Recommended Risk Management Program**

The Risk Management Committee should communicate the results of the Risk Management Process to the Forest Preserve Executive Committee as necessary. The Risk Management Committee should discuss and analyze the results of the Risk Management Process to develop a consensus on the potential frequency and severity of losses associated with the District's risks, and to prioritize the risks for intervention. The Risk Management Committee should report its findings, including the risks identified, techniques being utilized, and evaluation of techniques' effectiveness to the Forest Preserve Executive Committee. The District Director is responsible for the preparation on behalf of the Risk Management Committee of recommendation to the Risk Management Program, and changes, if any, in District policies, practices and procedures and job descriptions for consideration by the Risk Management Committee.

#### **4.2.5 Risk Management Committee Finalizes the Risk Management Program**

The Risk Management Committee should prioritize the risks identified and select techniques. Each Department Head shall be responsible to implement and monitor the techniques selected by the Risk Management Committee. When deemed necessary the District's Human Resource Representative may work closely with the Risk Management Committee and other appropriate District employees, particularly with specific areas of operation requested by the Risk Management Committee for implementation of techniques selected.

The Risk Management Committee may appoint persons to act as liaisons to applicable areas of operation. The selected techniques and monitoring methods should be generally described in a written Risk Management Program.

The Risk Management Program does not have to identify the results of each step in the Risk Management Process for each loss exposure identified. The Risk Management Program is intended to provide a general description of the manner in which the Risk Management Program is implemented by maintaining, modifying, adding, deleting, or otherwise changing the policies, practices and procedures of the District and/or the training, responsibilities and job descriptions of District employees.

Such changes may include requiring District employees to perform certain tasks, as well as inspecting and supervising others. These responsibilities have been generally described in the Risk Management Program, but should be set out with more specificity in the District's policies, practices and procedures and job descriptions.

#### **4.2.6 Communication and Implementation of the Risk Management Program and Selected Techniques and/or Monitoring Methods**

As determined to be most efficient, the Risk Management Committee should communicate the Risk Management Program to District employees, and explain the modifications, additions, deletions or other changes to the District's policies, practices and procedures and/or the training, responsibilities and job descriptions of District employees in a manner deemed most effective by the Risk Management Committee. It will then be the responsibility of all District employees to fully participate in the Risk Management Program.

Implementation of the Program is an ongoing process, and the District's Director has the primary responsibility for monitoring implementation and ensuring that the ongoing work of the Risk Management Committee (and operational areas) occurs. The District's Director is responsible for monitoring the District's losses and identifying, analyzing, and making recommendations or forwarding recommendation from the Risk Management Committee addressing any changes in risks.

**Actionable Items and Liability Exposure Handling:** The District has high-risk liability in the areas of forestry & natural resource management, recreational programming and activities, zoological institution operations, and worker's compensation. It shall be the responsibility of the Risk Management Committee to provide direction and work with the appropriate Department Head to develop and implement actionable initiatives for each area of exposure with corresponding support for the past, present and emerging liability.

Such actionable initiatives include, but are not limited to:

- **Forestry & Natural Resource Management**
- **Recreational Programming & Activities**
- **Zoological Institution Operations**
- **Workers' Compensation**

Method of measurement and Implementation: An annual audit of performance and compliance of the Risk Management Program with regards to implementation, execution, and compliance with the risk management of actionable initiatives shall be delivered by each Department Head to the Risk Management Committee.

#### **4.2.7 Risk Management at Meetings**

The Risk Management Program should be utilized as a reference tool at all District meetings involving management of the District's risk in order to facilitate consistency in the implementation of the selected techniques and to identify loss exposures that may adversely impact the District in order to consistently implement or revise the Risk Management Program to address loss exposures.

### **4.3 Allocation of Compensation**

Pursuant to the Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.), tort levy funds may be used for risk management programs. Those employees whose job duties include all areas of the Risk Management Program (e.g. identifying and analyzing loss exposures, selecting techniques for reducing loss exposure, implementing the selected techniques, and monitoring selected techniques) may have a commensurate percentage of their salary paid by tort levy funds.

The Risk Management Committee should, if needed, determine which District employees perform the job duties which encompass all four areas of the Risk Management Program. Then the Risk Management Committee should perform a simple time allocation study to determine the portion of each District employee's time spent on this Risk Management Program.

The Risk Management Committee should report its findings to the Forest Preserve Executive Committee for purposes of allocating a particular portion of the selected employees' compensation to the Liability/Tort Immunity levy if appropriate. Performing ordinary duties with due care shall not be allocated and chargeable to the Liability/Tort Immunity levy.

The Forest Preserve Executive Committee shall review the Risk Management Committee's allocations of compensation for assignment to the tort levy. The Commission may adopt the Tort Immunity Levy based on this report and in accordance with the Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.) Notwithstanding the foregoing, it is the policy of the District that all non-compensation related expenditures shall be paid first out of taxes collected pursuant to the Tort Immunity levy, and that the compensation allocated for risk management purposes shall only be paid from taxes remaining after such non-compensation expenditures.

### **Responsibilities Performed by Forest Preserve Director:**

The Forest Preserve Director shall be the primary resource to the Risk Management Committee. The Forest Preserve Director is responsible for working in conjunction with the Risk Management Committee to identify and analyze loss exposures; select techniques for reducing loss exposure; implement selected techniques; and monitor selected techniques.

One primary component of the Risk Management Program is the provision of an insurance/compensation program that provides protection to the District against liability of all types. Portions of this component shall include, but are not limited to:

1. Purchase of Insurance Services.
2. Budget self-insurance allocations, and/or premiums for the various necessary insurances, including all liability insurance, property damage insurance, Directors' and Officers' Liability insurance, workers compensation, unemployment compensation, etc.
3. Payment for judgments or settlements arising or which may arise against the District.
4. Payment for all legal fees connected with protecting or defending the District against liability, including employment practice charges and citizen or patron charges.

The District Director shall serve as the District's liaison to the various consulting services, claim and adjustment services, and insurance companies. In addition, the District Director shall be responsible for communicating to the Forest Preserve Executive Committee information regarding claims against, or on behalf of, the District.

The District Director is also responsible for any environmental remediation required, as well as the bidding of supplies and contractual services in such a manner that the District meets all the requirements for freedom of information tort situations (which include meeting any required local, state or federal requirements pertaining to such situation).

The District's Risk Management Program recognizes the importance of the safe condition of the building and grounds and protection of the District's real and personal property. Ensuring safe conditions shall also primarily be the responsibility of the District Director. The District's Director responsibilities and duties shall include, but are not limited to:

1. Development and identification of the various components and responsibilities concerning inspection of buildings, grounds, and equipment to provide protection to the District, its employees, and the public. Within this parameter, the Forest Preserve Director is responsible for the supervision of the District's Department Heads, routine inspection of the preserves and facilities and the buildings and grounds of such, and ensuring operation of the District's security systems.
2. Maintenance of the legal and safe conditions of the facilities and grounds.
3. Responsibility for the District's compliance with state and federal laws regarding employee and patron health and safety, asbestos, radon, lead, etc.
4. Supervision of all personnel performing maintenance duties within the Risk Management Program, on District facilities, grounds, furnishings, and equipment.
5. The preparation and continuous operation of a "liability risk early warning system" for the gathering of warnings, complaints, concerns or alerts pertaining to the District's facilities, grounds, furnishings, equipment, as well as its programming and activities, and the monitoring thereof, from any source, including citizens, patrons, employees, consultants, visitors, board members, etc. to include the assessment of risk presented, follow-up and attention to such risks or conditions, their removal or abatement thereof, and all appropriate follow-up steps advisable for the District.

### **Responsibilities Performed by Other Personnel**

The District's Risk Management Program in relation to safe conditions, supervision, and protection of the District's real and personal property includes other components than those described in the responsibilities of the Forest Preserve Director, and are performed by different staff members, agencies, outside consultants, vendors, contractors, or by intergovernmental agreements.

As per Section 4.3, and as part of the District's annual budgeting process, the Risk Management Committee shall review the activities of all duties and activities performed by other personnel, agencies, outside consultants, contractors and intergovernmental agreements and shall submit recommendations for review and/or approval to the Forest Preserve Executive Committee regarding

each applicable employee's allowable salary percentage or the appropriated expense that may be funded as part of Liability Fund.

Responsibilities performed by different staff members, agencies, outside consultants, vendors, contractors or governmental entities through intergovernmental agreements include, but are not limited to:

**Rock Island County State's Attorney Office – Civil Division:** The Civil Division of the Rock Island County State's Attorney Office shall have responsibility of providing the District with general legal advice and legal counsel regarding the District's defense regarding tort liability and workers' compensation claims. Such advice shall include interpretation of law, defense of litigated actions, determining appropriate compensable settlement amounts, and recommendations of settlement amount(s) to be presented to the Forest Preserve Executive Committee for consideration and/or approval for the Commission. The services from the Rock Island County Assistant State's Attorney Office is a service to the Forest Preserve District through an intergovernmental agreement, however the authority of the Civil Division attorneys to enter into any agreement or settlement on behalf of the District shall receive the approval of the Forest Preserve Executive Committee or Commission.

**Rock Island County Human Resources Department:** The District's worker's compensation administration and unemployment claims, its brokers, and/or agents is a service of the Rock Island County Human Resources Department to the Forest Preserve District through an intergovernmental agreement, however the authority of the Rock Island County Human Resources Department to enter into any agreement or service on behalf of the District shall receive the approval of the Commission.

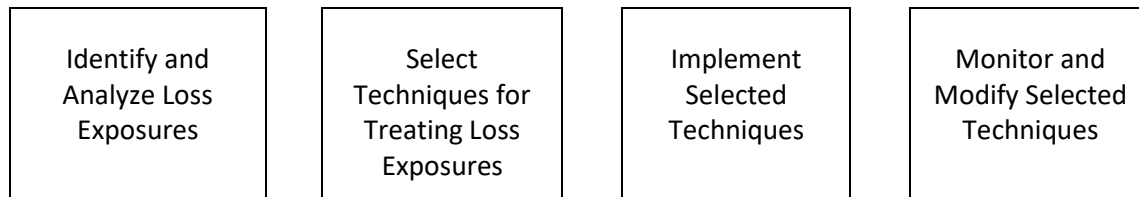
The Human Resource Department shall:

- Have responsibility for coordination of identified actions and directives from the Risk Management Committee to the employees of the District as requested as described in the intergovernmental agreement;
- Other duties as approved and identified by the Forest Preserve Director or Risk Management Committee in the identification of possible liability to the District, collection and analyzing of data regarding the District's possible areas of risk, and for the purpose of making recommendations to the Forest Preserve Director of actions to be considered and/or submitted by the Forest Preserve Director to the Forest Preserve Executive Committee;
- Responsibility for the District's field compliance with state and federal laws regarding employee and patron health and safety, i.e. OSHA;
- Coordinating the training of the District's department's in aspects pertaining to safety and health matters as requested;
- Conducting field investigations of worker's compensation accidents, to determine cause and if necessary, make recommendations for remedial and/or preventative actions.

**Risk Management Committee Members:** Committee members shall meet as a committee of the whole four times per year for two hours each meeting.

Overall, it is expected Risk Management Committee Members will:

- Determine risk management training needs and analyze various training resources to make recommendations of training to be provided at the departmental or office level.
- On a rotating basis, will spend a maximum of four hours in one quarter performing District-wide building safety inspections and reviewing injury incident reports to determine trends and whether the event was avoidable or non-avoidable, and what, if any, remedial actions are necessary
- Each Committee member shall spend one hour per month communicating and engaging in risk management activities within their assigned area conducting training activities as determined by the Risk Management Committee, collecting data as necessary to support event investigations, and/or requests from the Forest Preserve Director.



***Identified Exposures, additional analysis of exposure is necessary***

Blood Borne Pathogen Training-All staff

Personal Protection Equipment (PPE)-All staff

Situational Awareness-In the Blink of an Eye (Preventing Accidents in the Work Place)-All staff

Sexual Harassment-All staff

Chainsaw Training-Department head discretion

First Aid/CPR/AED-All staff

Ladder Safety-All staff

Proper Lifting/Preventing Back Injuries-All staff

Review Accident/Incident Procedures-All staff

Review of Waivers and General Liability Release Forms-Department heads and Civil Division

Volunteers-Rick Management Guidelines for Volunteers-Department heads and Civil Division

Playground Safety Inspections-Department heads and Certified Playground Safety Inspectors (CPSI)

Buildings and Grounds Inspections-Department heads

Fire Extinguisher Training-All Staff

Prescribed Fire Training-Department heads discretion

Firearm Training-Niabi Zoo staff as directed by the Zoo Director

Conflict Resolution/Customer Service-All staff

# **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT**

## **THE RIGHT TO KNOW (ABOUT TOXIC SUBSTANCES)**

The Illinois Toxic Substances Disclosure to Employees Act (Public Act 83240). Often called the Illinois Right to Know Law, gives Illinois employees inherent right to know about the known and suspected health hazards, which may result from working with toxic substances so that they may make knowledgeable decisions regarding any personal risk of their employment

So that Rock Island County Forest Preserve District is in full compliance to this law, the following procedures will be followed.

The Forest Preserve Commission will appoint a director to be in charge of coordinating the Forest Preserve District Employee's right to know program and to assure that MSDS forms are obtained and Training programs are established at all locations. Master records of all Material Safety Data Sheets and documentation of training or employees will be maintained in that office. It will be the responsibility of this director to provide the State of Illinois, on an annual basis and, an alphabetized listing of all MSDS sheets at all facilities, and to notify all local fire departments as required by the Act.

A copy of the RIGHT TO KNOW POSTER will be kept on all employee bulletin boards at all times. This program must include the following:

1. Material Safety Data Sheets must be obtained for all materials used in Rock Island County Forest Preserve District buildings. Each designated location will have a MSDS binder which will be kept in an area that is accessible to employees. If an employee requests information regarding a substance, the supervisor will immediately contact the person responsible for the MSDS binder and a copy of they MSDS will be given to the employee. If an MSDS has not been obtained one will be obtained within 10 days as required by the Act.

A copy of each MSDS will be forwarded to the director of the program to be kept in the Master file. A copy of this form will be made available to all Rock Island County Forest Preserve District facilities as needed by the director.

### **I. MATERIAL SAFETY DATA SHEETS (MSDS FORMS)**

There will be a person designated at each facility who will be responsible for evaluating all inventory and assuring that Material Safety Data Sheets are obtained.

### **II. TRAINING**

Basic Training in the "Right to Know" Act will be given to all new hires prior to starting work. This will include:

- A. Employee Rights – a copy of the "Right to Know" poster will be shown to each employee explaining that each employee bulletin board has a copy on it.
- B. Material Safety Data Sheets – (1) A copy of the "Right to Know" booklet will be given to all employees. (2) They will be informed of the location of the MSDS binder in their work area. (3) A copy of an MSDS form will be discussed with the employee to include how to read the form. (4) Labeling will be explained and whenever possible, a particular material container will be used in training. (5) They will be trained on how to request an MSDS form. (Employee request form).
- C. Labels – Training will include: (1) Show label name and location on MSDS sheet. (2) Label hazard warnings. (3) Label warnings not all inclusive; refer to MSDS for total hazard. (4) Note carcinogen warning. (5) Location where toxic substances are located in the work place.

# **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT WORKER'S COMPENSATION PROTOCOLS & PROCEDURES**

Scope: All Rock Island County Forest Preserve District employees. Note: volunteers and contracted workers are not considered employees

Purpose: The Rock Island County Forest Preserve District desire to maintain a safe environment for all employees; however, there might be a time when an employee is injured while performing his or her job. During this time it is important to have a clearly explained set of directions for what is expected of the employee, the employee's supervisor, and other employees regarding how to document the incident, investigate the incident, and take corrective action if necessary. This policy explains the process to be followed by District staff should an employee become injured while working.

## Protocols & Procedures

### Section 1: General Protocol

If an injury or illness should occur to an employee while at work, nothing is more important than getting that employee immediate medical attention if necessary. All of the "requirements" listed below should occur only after immediate medical attention has been provided.

### Section 2: Prompt Reporting

#### A. Employee's Responsibility:

1. Illinois Workers' Compensation regulations provides for a 45 day statute of limitation of 45 days for making an initial claim. While the Forrest Preserve District acknowledges this statute of limitation, employees shall report any work-related illness or injury to his/her immediate supervisor immediately upon sustaining the injury, or dependent upon need for immediate care as soon as possible after the injury.
2. Prior to seeking any off-site medical treatment the injured employee shall call the phone triage service unless it is unreasonable for the employee to do so due to the need for urgently required medical treatment.
3. Notify the treating physician that the injury occurred at work.
4. Every time an employee sees a doctor for treatment of the reported injury, the employee shall submit to the employee's direct supervisor (or designee) written notification from the doctor of the employee's work status and/or work restrictions. If a physician creates or changes any return-to-work restrictions, the employee must notify the employee's direct supervisor (or designee) of those conditions prior to returning to work, and in any case by the next business day.

#### B. Immediate Supervisor's Responsibility:

1. Upon learning of a possible employee-related injury, if not already done so by the employee, the supervisor shall have the employee call the phone triage service to report and discuss the injury.
2. For potential serious injuries, the supervisor should ensure that appropriate care is immediately obtained, and then the supervisor should call phone triage service and make the report of the injury.
3. In the event of serious injury or death of an employee, ensure that all appropriate authorities are immediately contacted, including but not limited to: Department Head, District Director, Human Resource Director, and/or law enforcement.
4. Upon learning of any new or change to a return-to-work condition, notify the Rock Island County Human Resource Department (WC/Benefits/Insurance Specialist) as soon as practical during normal business hours.

C. Human Resource Department's Responsibility:

1. Upon learning of a possible worker's compensation claim, notify the work comp third party administrator (hereafter known as work comp TPA) by the end of the next business day.
2. If a District employee injury is serious or if death occurs, notify the District Director and work comp TPA as soon as possible or within one (1) hour and the Forest Preserve President as soon as practical.

Section 3: Investigation

A. Immediate Supervisor's Responsibility:

1. Ensure that the scene is safe and secure – to prevent further injury and to prevent any potential evidence from being disturbed.
2. Conduct a thorough investigation into the cause of any reported injury. The supervisor understands the job better than anyone and is in the best position to assess all conditions that led up to the injury.
  - a. Non-care required injury must be investigated by the supervisor, or designee, and reported to County Human Resources Department within five (5) business days.
  - b. Care required injury must be investigated by the supervisor, or designee, and reported to County Human Resources Department within two (2) business days.
3. The investigation of the incident shall include at a minimum the following information:
  - a. Names of all involved personnel.

- b. Names of all potential witnesses.
- c. Statements from all involved personnel and potential witnesses.
- d. Photographs of the area where the reported injury took place (for everything except minor injuries).
- e. A narrative report of what the investigation revealed (to include information on whether or not safety procedures or applicable County or District policies were followed).
- f. A recommendation for corrective action (this includes a change to current safety procedures and/or specific disciplinary action for any employees who violated policy or safety procedures).

B. County's Human Resource Department's Responsibility:

- 1. For cases of serious injury or death, respond to the scene and oversee the investigation.

Section 4: Documentation

A. Employee's Responsibility:

- 1. If the injury was not called into phone triage service, the employee shall complete and submit to the employee's supervisor the "Employee Injury or Near Miss" form.
- 2. Cooperate with any internal administrative investigation into the incident and answer honestly and completely all questions asked by the employee's supervisor.

B. Immediate Supervisor's Responsibility:

- 1. If the injury requiring medical care was not called into the phone triage service the supervisor must call phone triage service as soon as reasonable possible, but no later than eight (8) hours of being notified of the incident.
- 2. If the injury did not require off-site medical care, and the employee did not call phone triage service, the supervisor must ensure completion of the "Employee Injury or Near Miss" form and submit it to the County's Human Resources Department Office within eight (8) hours of being notified of the incident.
- 3. Complete the "Supervisor's Accident Investigation Form" form and submit it to County's Human Resources Department Office within eight (8) hours of being notified of the incident.

C. Human Resource Department's Responsibility:

- 1. Complete all work comp TPA required forms, whether in print or on-line format, in a timely manner.

Section 5: Additional Communication

A. Employee's Responsibility:

1. If the employee is off work due to a worker's compensation related injury, the employee is responsible for calling or otherwise contacting his/her supervisor after the employee's next scheduled follow up visit or one (1) time per normal workweek to update the supervisor on the status of your injury.

B. Immediate Supervisor's Responsibility:

1. If an employee is off work or in limited status due to a worker's compensation related injury, the supervisor should have, wherever reasonable feasible, contact with the employee at least one (1) time per normal workweek to obtain an update of the employee's status of the injury.
2. The supervisor shall be responsible to provide the County's Human Resources Department immediate notification of any reported change in the employee's restricted status.

C. County Human Resource Department's Responsibility:

1. Notify the work comp TPA and the appropriate department head(s) of any change in the employee's restricted status.

Section 6: Non-County Work Related Restrictions During a Work Comp Total Temporary Disability (TTD) Period or Treatment Period:

A. Employee's Responsibility:

1. The employee must observe the noted restrictions during all times during the work comp related period, including inside and outside the employee's home during both the Total Temporary Disability (TTD) period and/or treatment period after returning to active work duty.
2. Unless permission is granted by the County Human Resource Department, the employee may not work in any capacity (either as an independent contractor or for another employer) during both the Total Temporary Disability (TTD) period and/or treatment period after returning to active work duty. Violation of this restriction may subject the employee to disciplinary action, up to and including immediate termination of employment.

Section 7: Return to Work

A. Employee's Responsibility:

1. The employee shall notify the appropriate supervisor as soon as possible, but not later than the next business day, of the employee's release to return to work, and discuss scheduling of the resumption of regular work duties (either on an unrestricted or restricted basis).

B. Immediate Supervisor's Responsibility:

1. The supervisor who has a limited or light duty employee working for them is responsible to ensure that all restrictions are followed.
2. The “regular” supervisor for the affected employee – upon that employee’s return to full work status – shall review appropriate safety procedures with the employee at some point during the first day the employee returns to work.

C. County Human Resource Department’s Responsibility:

1. Notify the work comp TPA of the current status of the employee upon that employee being assigned light duty work or with any change to the employee’s job assignment (such as his or her return to full duty).
2. After initial return to work, should the employee again take time off related to the original injury, within twenty-four (24) hours, notify the work comp TPA to determine the appropriate course of action.

Section 8: Follow Up Office Visits and Treatment:

- A. Time off duty for follow up medical office visits or treatment for all employees (exempt and non-exempt) during the employee’s normal work schedule normal working hours shall be unpaid unless contravened by a Collective Bargaining Agreement.
1. Employees with work related injuries should schedule work comp related medical office visits or treatment at times that are the least interruptive to the normal functions of the department.
  2. A maximum of two (2.0) paid or unpaid hours (0.5 hours travel each way to and from the healthcare provider, and 1.0 hour for each office visit or treatment session) shall be allowed for work related medical office visits and/or treatment sessions when scheduled during normal work times. Note: If the office visit exceeds one hour, additional time will be allowed provided a written statement signed by the health care provider explaining the reason for the extended office visit is submitted to the employee’s supervisor by the end of the next business day.
  3. If such time is payable, the time off during scheduled work hours shall be reported to the County Human Resources Department, whom shall report the time to the work comp TPA for office visit or treatment payment.
  4. Employees must provide notification of any known work related office visit or treatment as soon as possible, but no later than at least twenty-four (24.0) hours prior to the office visit or treatment session. Unless deemed necessary due to a urgent change in the employees’ work comp related medical condition, employees failing to provide adequate notice may be subject disciplinary actions, up to and including termination.

Section 9: Non-Work Related Injury Restrictions:

- A. Employees with non-work related injuries shall not be allowed to work in any capacity for the County without review of the restrictions and permission from the County's Human Resources Department.

#### Section 10: Light Duty Work

- A. One of the worker's compensation goals for the County & District is to try and get the employee back to work as soon as possible. It might be appropriate to create a limited or "light" duty position for the employee for a limited period of time that is consistent with the work restrictions listed by the employee's physician.
  - 1. The appropriate supervisor shall work with the County Human Resource Department to revise the employee's current job description to be reflective of each unique light-duty position created and ensure that essential job functions are listed. Physician restrictions shall be incorporated into the job description.
- B. The "Total Temporary Disability" (TTD) portion of a worker's compensation claim is denied by the insurance company if an employee is offered light-duty work and that employee refuses the assignment. If offered light-duty work, the employee is required to accept it. If an employee fails to accept the light-duty job assignment that employee shall not be paid by the County or District except if they choose to use their own accumulated leave balance.
- C. An employee has no guaranteed right to light-duty work and the County or District at its discretion may elect to create a light-duty job assignment for an employee.

#### Section 11: Payments:

- A. All employee medical bills resulting from a work-related injury shall be submitted directly to the work comp TPA for processing and payment.
- B. Worker's compensation payments for Temporary Total Disability (TTD) are processed and paid by the work comp TPA directly to the employee. Note: Applicable Sheriff's Office employees shall be compensated for Temporary Total Disability (TTD) through the County's normal payroll process at the employee's normal rate of pay and for the number of hours reflective of the employee's FTE
- C. If an employee is totally restricted from work by a physician, unless it is known that the time off will be fourteen (14) or more days, the employee must use sick, vacation, or compensatory time for any time missed the day of the injury and for three days after the injury. If the time off from work extends past three days after the date of injury, worker's compensation (if approved) would take effect and the employee will be compensated at the Worker's Compensation approved rate of pay beginning the fourth day after the injury.
  - 1. If TTD payments are approved by the work comp TPA, and if the first three (3) days are deemed payable, the work comp TPA will make retroactive payment to the employee for the three lost workdays, and the County or District will go back and replenish the

employee's sick, vacation, or compensatory leave balance at 100% for the three days after the date of injury for which the employee took leave.

2. Upon payment by the work comp TPA for the three lost workdays, the employee shall be responsible to repay any benefit time paid out by the County or District covering the same three lost workdays.
- 
- D. Unless contravened by a Collective Bargaining Agreement, until a claim is approved by the work comp TPA, an employee will only be paid by using his or her own accumulated leave balances. If TTD payments are approved by the work comp TPA, the County or District will go back and replenish the employee's sick, vacation, or compensatory leave balance at 100% for all applicable time after the date of injury for which the employee took leave.
  - E. In the event a claim is denied by the work comp TPA, any bills for medical claims paid by the County, or temporary total disability (TTD) benefits paid to the employee by must be reimbursed to the County or District.
  - F. The supervisor of an employee who is off work, due to total restrictions imposed from his or her physician, shall complete the employee's time sheet and submit it at the same time and in the same manner as regular time sheets.

# ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT

## EMPLOYEE INJURY OR NEAR MISS REPORT

### Employee Information

Employee Name:	Employee's Manager:
Job Title:	Date of Injury or near miss:
Department:	Time of Injury or near miss:
Reporting Supervisor:	
Date/Time Reported to Supervisor:	Date/Time Reported to "Company Nurse":

### Investigation Interview Questions

Please describe the incident that occurred. (Be very specific – include what happened, dates & times)		
Where did this injury or near miss occur?		
What were you doing at the time of injury or near miss?		
Describe step by step what led up to the injury/near miss. (continue on back if necessary)		
What could have been done to prevent this injury/near miss?		
What parts of your body were injured? If near miss, how could you have been hurt?		
Has this part of body been injured before? <input type="checkbox"/> Yes - when? _____ <input type="checkbox"/> No		
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, name and phone number of doctor	Date Seen by Doctor	Time Seen by Doctor
Name of Witness #1	Name of Witness #2	Name of Witness #3

*I certify that the information furnished by me in support of this claim is true and correct. I hereby give authorization to any physician, hospital or healthcare provider, and to Rock Island County to release all information to Rock Island County, or a designated representative for Rock Island County, or to healthcare providers concerning my injury.*

\_\_\_\_\_ Name – Signature of Employee or Person Completing Form-Date\_\_\_\_\_

# ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT SUPERVISOR'S ACCIDENT INVESTIGATION FORM

<u>Employee Information</u>	
Employee Name:	Employee's Manager:
Job Title:	Date of Injury or near miss:
Department:	Time of Injury or near miss:
Reporting Supervisor:	
Date/Time Reported to Supervisor:	Date/Time Reported to "Company Nurse":

Investigation Interview Questions		
Please describe the incident that occurred. (Be very specific – include what happened, dates & times)		
Where did this injury or near miss occur?		
What was the employee doing at the time of injury or near miss?		
Describe step by step what led up to the injury/near miss. (continue on back if necessary)		
What could have been done to prevent this injury/near miss?		
What equipment, tools was being used? Was the employee certified and/or trained to use the equipment? Date of training?		
1. Was proper safety equipment available [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No    2. Was it being used properly? [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No - - If "No" to either question, what action is being taken to correct this situation?		
Recommended preventive action to take in the future to prevent a reoccurrence.		
Name of Witness #1	Name of Witness #2	Name of Witness #3

Name – Signature of Supervisor or Person Completing Form \_\_\_\_\_ -Date\_\_\_\_\_

# **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM**

## **Introduction:**

It is the goal of the Rock Island Forest Preserve District to use engineering and administrative controls as the primary methods for addressing occupational hazards. “Engineering controls” focus on controlling a hazard at its source. The basic concept behind engineering controls is that work environments, equipment, and job tasks should be designed to eliminate or reduce exposure to hazards. Common examples of engineering controls include machine guarding, ventilation, and enclosure of noisy equipment.

“Administrative controls” focus on the interaction between an employee and a hazard. These controls involve the introduction of work practices that reduce the risk of injury or illness. Common examples of administrative controls include job rotation, training, and the development of standard operating procedures (SOPs).

Personal Protective Equipment (PPE) must be used when engineering and administrative controls are either not possible or infeasible. PPE can also be used to complement these other controls when they do not completely eliminate the hazard. Many injuries and illnesses can be easily prevented by utilizing PPE, resulting in more efficient operation and reduced costs.

Work units which utilize PPE must implement a “PPE Program” for their employees. This document will serve to describe the required elements of such a program.

## **Purpose:**

This program has been established to:

- Ensure the proper selection and use of PPE.
- Ensure that units understand and comply with safety standards for PPE.
- Establish minimum PPE requirements for Job tasks and/or work areas with potential injury exposure.
- Assign responsibilities to personnel which are necessary for successful implementation

## **Scope & Applicability**

- This program applies to all District properties and work performed by District employees regardless of job site location.
- This program applies to all types of PPE.
- This program only contains general references for the use and care of these types of PPE. Employees should not attempt to perform duties that require PPE that they have not been properly trained to use. At any time an employee may ask for assistance in the use of PPE.

## **Table of Contents**

- 1.0 References
- 2.0 Responsibilities
- 3.0 Definitions
- 4.0 Hazard Assessment General Requirements
- 5.0 Purchase of PPE
- 6.0 Storage, Use and Maintenance of PPE

7.0 Training  
8.0 Recordkeeping  
9.0 Contractors

Appendix A- PPE Hazard Assessment Certification for Common Tasks and Work Areas  
Appendix B- PPE Hazard Assessment Worksheet  
Appendix C- Summary of PPE Requirements  
Appendix D- PPE Training Certification Form  
Appendix E- Personal Protective Equipment Descriptions  
Appendix F- Welding Operation Shading Guide  
Appendix G- Information for Employees Using Respirators When Not Required Under the Standard & Certification Form

1.0 References

OSHA General PPE Requirements (29 CFR 1910.132)  
OSHA Eye and Face Protection Standard (29 CFR 1910.133)  
OSHA Head Protection Standard (29 CFR 1910.135)  
OSHA Foot Protection Standard (29 CFR 1910.136)  
OSHA Hand Protection Standard (29 CFR 1910.138)

2.0 Responsibilities

2.1 Budget Administrators

- Ensure that responsibilities assigned within this program are carried out within their administrative work unit.
- Designate individuals responsible for the implementation of the PPE program within their work unit.
- Ensure adequate fund is available to support this program.

2.2 Supervisors

- Be thoroughly informed of the contents of this program and how it applies to their areas of responsibility and authority.
- Ensure hazards are eliminated by engineering or administrative controls whenever feasible.
- Conduct PPE Hazard Assessments(s) for their area of authority.
- Re-evaluate PPE needs for work areas and/or job tasks should any changes occur.
- Provide employees with appropriate PPE.
- Ensure employees receive PPE training.
- Evaluate, approve, and document any new articles of PPE, or changes in existing PPE, prior to use.
- Ensure employees comply with this program and take prompt corrective action when unsafe condition or practices are observed.
- Investigate injuries and incidents within their work unit related to PPE usage or lack thereof.

2.3 Employees

- Comply with this program and use personal protective equipment as required.
- Attend all training required by this program.
- Promptly report any concerns related to PPE to their immediate supervisor.

2.4 Environmental Health and Safety

- Assist work units in implementing the provisions of this program.

- Periodically review and update this program as needed.
- Set minimum standards for PPE when applicable.
- Provide training to supervisors on how to conduct hazard assessments and train their employees on PPE.
- Develop material to support supervisors in training employees
- Determine the applicability of the PPE program to activities conducted within their work unit
- Coordinate implementation of the PPE program within their work unit
- Ensure PPE hazard assessments are performed and documented for work areas and/or job tasks.
- Ensure that all affected employees within their work unit have been trained in accordance with this program.
- Ensure records of PPE Hazard Assessments and training are maintained by the work unit.
- Assist in the investigation of injuries and incidents within their work unit related to PPE usage or lack thereof.

### 3.0 Definitions

Apron: A garment which covers and protects the front part of the body from splash contact.

Chemical Resistant Gloves: A form of hand protection typically constructed of Latex, Nitrile, Neoprene, Butyl, or similar materials which are designed to withstand contact with chemicals based on the manufacturer's recommendations.

Chemical Resistant Boots: Knee high, rubber boots which are designed to withstand contact with chemical based on the manufacturer's recommendations. If needed, chemical resistant boots may be worn over safety shoes, or may be constructed with a protective toe as an integral part of the boot which can be worn singly to fulfill both safety shoe and chemical boot requirements.

Contractor: A person or firm that is not considered an employee of the District. Conducts work for the District property via a contractual arrangement or agreement.

Cut Resistant Leg Protection: Leg coverings which are available in a variety of forms including chaps, logger pants, and leggings. Such protection must be constructed of cut-resistant material and extend from the upper thigh down to the boot top while adequately cover the leg.

Electrical Safety Shoes: Non-conductive safety shoes meeting ANSI-Z41 or ASTM F2413-5 standard. These shoes will have the initial "EH" stamped on the tongue.

Face Shield: A device to protect the face against impact and chemical splashes which meets ANSI Standard Z87.1.

Field Work: Any work tasks performed outdoors on publicly accessible land. A work task performed inside posted land where hunting is not permitted does not apply. If hunting is permitted, it should be included in the PPE hazard assessment.

Hard Hat: A device worn over the head to protect against falling objects and impact with fixed objects which meets ANSI Standard Z89.1.

- Glass G hard hats provide protection against voltages up to 2,200 volts
- Glass E hard hats provide protection against voltages up to 20,000 volts.

- Class C hard hats are considered conductive and must not be used when there are electrical hazards.

**Hearing Protection:** A type of personal protective equipment specifically designed to prevent hearing damage. These typically include earmuffs which are worn over the ears and ear plugs which are worn inside the ear.

**Material Safety Data Sheet (MSDS):** A form containing informational such as the physical properties, toxicity, health effects, first aid, reactivity, storage, disposal and safe handling for a particular substance.

**Personal Protective Equipment (PPE):** Clothing which provides a physical barrier between a person and a known hazard.

**Reflective Vest:** High visibility, reflective clothing meeting the ANSI 107 standard

**Respiratory Protection:** A NIOSH approved respirator (1/2 face, full face, etc) worn over the mouth and nose to prevent the inhalation of harmful substances by purifying the inhaled air or supplying clean, breathable air.

**Safety Glasses:** Impact resistant eyeglasses with side shields, which meet ANSI Standard Z87.1. This form of eye protection provides protection against flying particles and limited protection against chemical splashes.

**Safety Goggles:** Protective eyewear that encloses or protects the area surrounding the eye in order to prevent contact with particulates, water or chemicals. Safety goggles can be not-vented, direct –vented, or have indirect-venting.

**Safety Shoes:** Steel toed or composite toed leather (or equivalent) boots or shoes meeting the ANSI Z41 or ASTM F2413-05 standard.

**Thermal Gloves:** Hand protection constructed of material that can withstand extreme temperatures. Refer to the manufacturers recommendations regarding the level of temperature protection provided by the gloves.

**UV Safety Eyewear:** Safety glasses that protect against the full spectrum of UV light and meet the requirements of ANSI Z87.1 & Z136.1.

**Visitor:** A person who visits an area where they are not assigned. This person may or may not be an employee of the District.

**Volunteer:** a person who is not an employee of the District and does not receive any form of compensation.

**Welders Goggles:** Eyewear which completely surrounds and covers each eye with opaque material rated to withstand contact by molten metal and features lenses tinted to shield against damage from intense ultraviolet, infrared, or visible light. Must meet the requirements of ANSI Standard Z87.1 for impact protection.

Welder's Hood: Full face and eye shield, which covers the entire front and side of the face with an opaque material rated to withstand contact by molten metal. Such a hood also has an eye window, the lens of which is rated to withstand contact by molten metal and tinted to shield against damage from intense ultraviolet, infrared, or visible light. Must meet the requirements of ANSI Standard Z87. 1 for the materials being used. Refer to Appendix F of this document for shading information.

Work Gloves: Gloves constructed of leather or an equivalent material of suitable thickness to protect against abrasion, puncture, or laceration injuries.

Work Shoe: A completely enclosed shoe as deemed appropriate based on the hazard assessment. Calf (8") height boots may be preferable for some operations but are not needed universally.

Work Area: The area of responsibility of safety officers at the District location.

#### 4.0 Hazard Assessment Procedure

A "hazard assessment" is the process of identifying the hazards associated with a given task and prescribing personal protective equipment which must be utilized to reduce the risk. A "certification of hazard assessment" is a written document (such as the one in Appendix B) detailing the hazard assessment for a particular task. The supervisor is responsible for ensuring that hazard assessments are performed and the certification(s) written. Sections 4.1-4.6 below are the steps that are to be followed in order to complete a hazard assessment.

4.1 A PPE Hazard Assessment must be performed for each work area and/or job task where hazards exist.

4.1.1 If work areas are similar in nature (i.e. chemical labs, boiler rooms, machine shops) then only one written hazard assessment is needed for those areas. The form must make reference to similar locations as proof that an assessment was performed.

4.2 Appendix A (PPE Hazard Assessment Certification for Common Tasks and Work Areas) contains the minimum required PPE for many areas/tasks as determined by the District. These determinations were made based on occupational safety and health best practice, applicable regulations, and task hazard evaluation.

4.3 If the area/task in question is found in Appendix A, then Appendix B (PPE Hazard Assessment Worksheet) does not need to be completed. Appendix A is written certification that a PPE hazard assessment was performed.

4.4 If the area/task in question does not appear in Appendix A, then Appendix B must be completed.

4.5 Findings from Appendices A & B must then be transmitted onto the form found in Appendix C (Summary of PPE Requirements).

4.6 PPE must be worn by all employees and visitors, who work in, enter areas of complete tasks noted on Appendix C.

#### 5.0 Purchase of PPE

5.1 As specified by OSHA, the work unit must pay 100% of most forms of personal protective equipment (PPE). This includes respirators, hearing protection, non-prescription eye

protection, face protection, head protection, fall protection, electrical PPE, hand protection, chemical resistant PPE, and Flame Resistant PPE.

5.1.1 There are only two exception to this rule:

#1 The work unit is not required to pay for “non-specialty” safety-toe protective footwear (including steel-toe shoes or steel-toe boots) provided that the work area permits employees to wear such protection off the jobsite

-Specialty footwear must be paid for by the District. This includes items that offer special protective qualities such as chemical resistance, electrical protection and static dissipation.

#2 The work unit is not required to pay for “non-specialty” prescription safety eyewear provided that the work area permits employees to wear such protection off the jobsite.

-Specialty eyewear must be paid for by the District. This includes prescription eyewear inserts for respirators and welding eyewear.

5.1.2 The work area shall determine the need for safety-toe protective footwear and the prescription safety glasses by utilizing the PPE hazard assessment procedure described in Section 4.0 of this Document.

5.1.3 The work area must ensure its employees are protected from recognized foot and eye hazards. There are alternatives to using safety-toe protective footwear and prescription safety eyewear. Safety goggles, protective eyewear designed to fit over prescription glasses, safety toe guards, and metatarsal guards may all be used at the discretion of the work area.

5.1.4 The employee is responsible to obtain and pay for any prescription needed to obtain protective eyewear.

5.1.5 The relatively slow rate of tint change found in transition lenses presents a hazard to employees moving indoors or into other areas of lower illumination than the outside. The work area must make a determination based on the employee’s job duties and the environment as to whether or not transition lenses are permitted.

5.2 The employer is not required to pay for everyday clothing such long sleeve shirts, long pants, street shoes and normal work boots unless these items are covered in a collective bargaining agreement. The employees also not required to pay for ordinary clothing, skin creams or other items used solely for protection from the weather such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen unless these items are covered in a collective bargaining agreement.

## 6.0 Storage, Use, and Maintenance of PPE

(Refer to manufacturers recommendations regarding proper storage, use and maintenance of PPE)

### 6.1 Apron:

- Store unused aprons in original packaging in a clean, dry place away from heat.
- Store used aprons in a clean, dry place where they will not be subject to splash or chemical contact.
- Inspect for hole, other defects, and contamination before using.
- Discard and replace if damaged or contaminated.
- Before removing apron, check for splashes and clean as necessary.

### 6.2 Chemical Resistant Gloves:

- Store in a clean, dry place away from heat.
- Visually inspect for holes and defects before use.
- Do not put on gloves which are wet inside.

- Dispose of gloves at the first sign of deterioration or inside contamination.

#### 6.3 Hearing Protection (Ear plugs, Earmuffs, Canal caps, etc):

- Store in a clean, dry place away from heat.
- Inspect for cracks or chips in ear cups and cuts, tears or breaks in cushions or other deterioration before each use.
- Replace if damaged or deteriorated.
- Adjust for snug and comfortable fit.
- Maintain hearing protection in a sanitary condition.

#### 6.4 Electrical Safety Shoes:

- Store in a clean, dry place
- Check before each use for damage or deterioration.
- Replace if soles are damaged or deteriorated.

#### 6.5 Face Shield

- Store in a clean, dry place away from chemical splash exposure.
- Inspect for cleanliness and structural or optical defects before each use.
- Replace if there are structural or optical defects.
- Clean before use if soiled or dirty.
- Clean and sanitize before each use if used by other individuals.
- Adjust headband for snug fit and wear squarely on the head.
- Before putting on or removing, do not touch or adjust with wet or contaminated hands and gloves.
- Carefully wipe splashes away with a damp cloth before removing. Clean and sanitize if contaminated.

#### 6.6 Hard Hat:

- Store in clean, dry place out of direct sunlight.
- Inspect before each use for cracked, dented, or chipped shell and for worn or deteriorated band, webbing, and suspension gear.
- Hard hats must be replaced at the first sign of any sort of deterioration or damage to any parts.
- Wear hat squarely on the head, not tilted to the back or side.
- Adjust for snug but not tight fit. There should be a clearance of at least 1 ¼ inch between the top of the head and the shell of the hat and an equal distance between the band and shell on all sides.
- Clean and disinfect on a frequent basis. (Scrub using hot water and detergent and then rinse in clear water).

#### 6.7 Respirators:

- Training, medical clearance, and fit testing are required for each separate type of respirator.
- Store in a clean, sanitary place inside a plastic bag or equivalent container.
- Inspect before and after each use for wear, damage and deterioration.
- Replace worn, damaged, defective or deteriorated respirators at the first sign of wear or deterioration.
- Clean and disinfect after each use if used by other employees.
- Clean and disinfect regularly.

#### 6.8 Safety Glasses:

- Store in a clean, dry place.

- Inspect before each use for chemical contamination, fraying, tearing, or other deterioration.
- Replace if contaminated or at first sign of fraying, tearing or deterioration.
- Slit discarded gloves from finger to gauntlets.
- Use only for rated temperatures.

#### 6.9 Welder's Goggles/Hood:

- Store in a clean, dry place.
- Inspect before each use for structural or optical defects.
- Replace if pitted or scratched to the extent they no longer meet their impact and penetration rating.
- Inspect before each use for marking indicating the source for which they are rated and their shade number.
- Do not use if marking is missing or unreadable.
- Replace if structurally damaged.
- Clean and sanitize before each use if used by other employees.
- Clean and sanitize periodically.

### 7.0 Training

7.1 Rock Island County Human Resources or their designated representative is responsible for training department heads and supervisors who have employees required to wear PPE on the following:

- Completion of PPE hazard assessments.
- How to train their employees on PPE.

7.2 Department Heads and Supervisors are responsible for ensuring training is provided to their employees who are required to use PPE. Employees will be trained to know the following:

- When PPE is necessary.
- What PE is necessary?
- How to properly don, doff, adjust and wear.
- Limitations of PPE.
- Proper care, maintenance, useful life, and disposal of PPE.

7.3 Training verification shall consist of a written certification that contains:

- Name of each employee trained.
- Date(s) of training.
- PPE included in the training.

### 8.0 Record Keeping

8.1 A copy of the most recent versions of Appendices B (PPE Hazard Assessment Worksheet) and C (Summary of PPE Requirements) shall be kept on file within the work area.

8.2 Rock Island County Human Resources shall maintain all records of Department Head Training.

8.3 The work area is responsible for maintaining records of employee training using Appendix D (PPE Training Certification Form).

### 9.0 Contractors

Contractors are required to follow all applicable OSHA PPE regulations. The District shall inform contractors engaged in work activities of any additional District requirements for the work being performed. Contractors are responsible for providing their own PPE.

## Appendix A

### PPE Hazard Assessment Certification for Common Tasks and Work Areas

#### Important Notes:

1. Rock Island County Human Resources certifies this document as a PPE hazard assessment.
2. More stringent PPE requirements may be imposed by Rock Island County Human resources, Department Heads or Supervisors.
3. Contact Rock Island County Human Resources in order to have work tasks added to this document.

#### General PPE Rules

- 1) Basic rules for clothing:
  - a) Loose clothing must not be worn when entanglement hazards exist.
  - b) Shorts must not be worn in machine/maintenance shops.
  - c) Open toed shoes must not be worn in machine/maintenance shops.
- 2) Basic rules for hearing protection:
  - a) Hearing protection must be worn when using the following:
    - i. Gas powered equipment such as mowers, chain saws, concrete saws, leaf blowers, vacuums, weed trimmers, etc..
    - ii Hilti-guns
    - iii Electric concrete hammer-impact drills, jack hammers, etc.
    - iv. Pneumatic equipment (jack hammers, air guns, etc)
    - v. Skid loaders, tractors, feed grinders, etc.
  - b) Hearing protection must be worn when in areas where it is difficult to hear or understand a “normal” tone of voice or conversation at a distance of about three feet. This is an indication that noise levels are probably exceeding safe exposure levels.
- 3) Basic rules for working on public roadways:
  - a) A reflective vest is required.
- 4) Basic rules for respirators:
  - a) Must be worn when required

## GROUNDS

Tasks(s) / Area(s)	Potential Hazard(s)	PPE Required
Backpack Blower Operations	Flying particles, noise, motor vehicle	Safety glasses, hearing protection
Chainsaw	Flying particles, falling objects, cuts, noise, contact with motor vehicle	Hardhat, safety glasses, hearing protection, face shield, work gloves, cut resistant leg protection, safety shoes
Chipper Operation	Flying particles, noise, entanglement, cuts, falling objects, motor vehicle	Hardhat, safety glasses, hearing protection, work gloves, safety shoes
Cutting shrubs, hedges or other small wooding material	Flying particles, noise, cuts, motor vehicle	Safety glasses, hearing protection when using power tools, work gloves, work shoes
Dig hole, trenches, etc.	Flying particles, falling objects, noise, cuts, motor vehicle	Hard hat if heavy equipment used or in trench, hearing protection if powered equipment is used, safety glasses, work gloves, safety shoes
Fertilizer application (solid and liquid)	Chemical splash, flying particles, noise, inhalation	Safety glasses (solids), goggles (liquids), hearing protection if powered equipment, respiratory protection based on label/MSDS, chemical resistant gloves, long sleeve shirt/pants
Install remove snow blades, mower deck, etc..	Cuts, falling objects	Safety glasses, work gloves, safety shoes
Lawn mowing-Riding mowers	Flying particles, noise	Safety glasses, hearing protection, work shoes
Lawn mowing-Walk behind	Flying particles, noise	Safety glasses, hearing protection, work shoes
Load/unload trucks	Cuts, falling objects	Work gloves, safety shoes
Mulching	Cuts, falling objects	Work gloves, work shoes
Operate loaders/backhoes/power equipment	Flying particles, falling objects	Hardhat (if not in cab), hearing protection, safety glasses, safety shoes
Operating Z-track/gators	Noise	Work shoe, hearing protection (depending on noise level of the vehicle)
Pesticide Applicators	Chemical splash, flying particles, noise, inhalation	Refer to container label for PPE requirements

Planting trees	Cuts, falling objects	Hardhat if large trees, work gloves, work shoes
Rake/remove leaves	Cuts	Work gloves, work shoes
Salting Walks	Flying particles, slip, skin irritation	Safety glasses, work shoes
Shoveling Snow	Slip	Work gloves, work shoes
Snow Blower Operation	Flying particles, slip	Safety glasses, hearing protection, work gloves, work shoes
Tree trimming/climbing with no-power tools	Eye hazard, falling object, bump hazard, cuts, fall	Hardhat, safety glasses, face shield if climbing tree, hearing protection if using power tool, work gloves, work shoes
Weed trimming-string/blade	Flying particles, noise	Safety glasses, hearing protection, long pants, work shoe

## JANITORIAL

Clean bathrooms	Chemical contact, potentially infectious materials	Safety glasses as label/MSDS recommends, chemical /liquid resistant glove
Dump trash	Cuts	Work gloves
Floor car-stripping/waxing	Chemical contact, flying particles	Safety glasses, chemical resistant gloves as label/MSDS recommends
Floor Mopping	Chemicals contact	Safety glasses, chemical resistant gloves as label/MSDS recommends
Move furniture and equipment	Falling objects, cuts	Work gloves recommended, safety/work shoes
Operate scrubbing, buffing, shampooing equipment	Contact hazard	Work gloves recommended, work shoes
Remove and replace light bulbs	Eye hazard	Safety glasses

Shovel snow	Slip	Work gloves, work shoes
Spread salt	Slip	Safety glasses, work gloves, work shoe
Wash and clean windows, mirrors, walls, chalkboards, ceilings, blinds, light fixtures	Chemical contact	Safety glasses, chemical resistant gloves as label/MSDS recommends
Wash and polish furniture, etc	Chemical contact	Safety glasses, chemical resistant gloves as label/MSDS recommends

## **CARPENTRY**

Shop work-fixed and portable power tools (saws, drills, grinders, sanders, nailers, etc.)	Flying particles, noise, airborne dust, heavy objects	Safety glasses, safety shoes
Field work-portable power tools (saws, drills, grinders, sanders, nailers, etc.)	Flying particles, noise, airborne dust, heavy objects	Hardhat if overhead hazard exist, safety glasses, safety shoes
Roof repair	Working at height, flying particles, noise, airborne dust, heavy objects	Hardhat, safety glasses, fall harness, safety shoes
Installing insulation (sound/thermal) – fiberglass, rigid, etc..	Airbourne dust	Safety glasses/goggles body cover (tyvek, etc.)
Drywall installation	Flying particles, heavy objects	Safety glasses, safety shoes
Paint/Coatings/Caulking applications (water, oil and epoxy based)	Chemical contact	Safety glasses
Glass cutting	Cuts, flying particles	Safety glasses, cut resistant gloves, work shoe
Ceiling tile installation (grid and adhesive)	Flying particles	Safety glasses or goggles

## **PLUMBING**

Cut, thread, bend, join metal pipe	Cut, flying objects	Safety glasses, work gloves, safety shoe
Cut and join plastic pipe	Cut, flying objects	Safety glasses, work gloves, work shoe
Clear blocked drain lines (chemical, power snakes, plungers)	Splash, cut	Safety glasses, work gloves (using power tools), chemical resistant gloves (using chemicals)

## **ELECTRICAL**

Electrical circuit work-testing; troubleshooting; ballast, switch, receptacle replacement, etc.	Shock, noise, light, shrapnel, fire	Ensure item is power free and consult with supervisor
Electronics repair/maintenance	Shock, flying particles	Ensure item is unplugged and consult with supervisor

## **HEATING, VENTILATION, AIR CONDITIONING (HVAC)**

Clean/replace filters (HVAC Systems)	Cut	Safety glasses, work gloves
Boiler/water treatment chemical handling	Chemical contact	Safety glasses/goggles/face shield/chemical resistant gloves (as recommended by label/MSDS)
Water softening systems-back-flushing, adding salt	Chemical contact	Safety glasses
Refrigerant gases handling	Chemical contact	Safety glasses

## **MOTOR VEHICLE REPAIR/MAINTENANCE**

Soldering, filing, grinding, sanding	Flying particles, cuts	Safety glasses or goggles, work gloves, work shoes
Welding	Burns, eye damage, electrical shock, cuts, and falling objects, respiratory	Welding hood with proper shading, welding clothing, work gloves, safety shoes
Sheet metal work	Cuts, falling object, flying particles	Safety glasses, cut resistant glove, safety shoes
Tire balancing	Falling object, abrasion	Safety glasses, safety shoes
Small engine repair/maintenance	Chemical release/contact, flying particles	Safety glasses
Vehicle body work (apply fillers, grind, sand, file, prime, paint, buff)	Flying particles, cut	Safety glasses or goggles, work gloves, respirator may be required

## PAINTING

Paint scraping, cleaning, sanding	Flying particles, respiratory hazard (lead, cadmium, chromium, dust)	Safety glasses or goggles, respirator as required
Priming/Painting	Flying particles, respiratory hazard	Safety glasses or goggles, respirator may be required

## MISCELLANEOUS

Check/add chemicals to pool	Chemical contact	Safety glasses/goggles as label/MSDS recommends, chemical resistant gloves as label/MSDS recommends
Set up, tear down indoor and outdoor equipment	Falling object, cut	Gloves recommended, safety shoes
Field/tree marking	Chemical contact	Safety glasses
Laundry-towels, misc items	Chemical contact	Safety glasses or goggles, chemical resistant gloves (when working in areas where chemicals are dispensed according to label/MSDS)
Sign engraving (laminated plastic)	Flying particles	Safety glasses
Snow removal (emergencies) shoveling, plowing, blowing, etc.	Slip/fall, cut	Safety glasses, hearing protection when using blower, work gloves, work shoes
Window cleaning (using aerial/boom lift)	Fall, chemical splash	Safety glasses or goggles, fall protection
Directing traffic	Contact with motor vehicle	Reflective vest
Material handling (equipment furniture, material receipts)	Flying particles, falling objects, noise	Safety glasses, hearing protection (as needed) safety shoe
Working in shops (metal, wood or maintenance)	Flying particles, falling objects, noise	Safety glasses, hearing protection (as needed), safety shoe
Pouring, mixing, dispensing, and disposal of hazardous materials	Splash, chemical contact	Eye, face, hand, & body protection (as recommended by label/MSDS)
Transporting empty or full chemical cylinders	Falling object, chemical release	Safety glasses or goggles, safety shoes

Installing or removing compressed gases	Chemical release	Safety glasses or goggles
Operating aerial lift, boom lift or bucket truck	Crush hazard, contact with objects, fall	Hardhat, safety glasses or goggles if transporting chemicals, safety shoes, harness
Operating forklift/powerd hand truck	Crush hazard, chemical contact	Safety glasses or goggles if transporting chemicals, safety shoes
Operating scissor lift	Crush hazard, chemical contact	Hardhat, safety shoes, harness if anchor point is available on scissor lift
Refueling forklift, aerial lift, scissor lift or other types of powered industrial trucks	Crush hazard, chemical contact	Safety glasses or goggles, work gloves, safety shoes
Filling batteries with distilled water (forklift, aerial lift, scissor lift or other types of powered industrial trucks)	Chemical contact	Safety glasses, face shield, chemical resistant apron, chemical resistant gloves, work shoes
Cutting, welding and brazing	Burns, flying particles, falling objects, cuts	Welding hood with proper shading, welding clothing, thermal/work gloves, safety shoes, respiratory protection (as needed)
Work at height (roof, scaffolds)	Fall	Harness
Check compressed gas/air systems	Chemical contact	Safety glasses, work gloves
Operating machinery within a completely enclosed cab	None	Consult supervisor for proper PPE

## Appendix B

### PPE Hazard Assessment Worksheet

This tool in combination with Appendix C (Summary of PPE Requirements) serves as written certification that you have completed a hazard assessment for PPE.

#### Instructions:

1. Identify any possible activities that could cause a hazard by reviewing items listed in the first column, putting a check next to the activities performed in that work area or job/task. NOTE: the activities listed in the first column are not all inclusive. You may need to write down other activities that are not listed.
2. Identify any possible hazards that could cause injury by reviewing the items listed in the second column, putting a check next to the hazards to which employees may be exposed while performing the work activities or while present in the work area. (For e.g., work activity: chopping wood; hazard: flying particles). NOTE: the hazards listed in the second column are not all inclusive. You may need to write down other hazards that are not listed.
3. Determine if the hazard can be eliminated. If the hazard cannot be eliminated without using PPE, indicate which type(s) of PPE will be required to protect your employees from the hazard. Appendix E (Personal Protective Equipment Descriptions) and Appendix F (Welding Operation Shading Guide) are supplemental information. NOTE: The PPE listed in the third column is not all inclusive. You may need to write down other PPE that is not listed.
4. If having trouble determining correct PPE, contact Rock Island County Human Resource @309-558-3610.

# **OPERATIONAL POLICY & PROCEDURE**

# **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT GENERAL USE REGULATION ORDINANCES**

<b>Illiniwek Hampton</b>	<b>Niabi Zoo Coal Valley</b>	<b>Dorrance Port Byron</b>	<b>Loud Thunder Illinois City</b>	<b>Indian Bluff Milan</b>	<b>Ralph Martin Illinois City</b>
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**GENERAL USE REGULATION ORDINANCES  
OF THE FOREST PRESERVE DISTRICT  
OF ROCK ISLAND COUNTY, ILLINOIS**

**WHEREAS, it is reasonable, necessary and desirable for the FOREST PRESERVE DISTRICT OF ROCK ISLAND COUNTY, ILLINOIS, hereinafter called "District" to establish a General Use Ordinance governing the use of the Forest Preserves of the District; and,**

**WHEREAS, Chapter 96 ½, Section 6312, of the Illinois Revised Statues provides as follows:  
"The board of any Forest Preserve District organized hereunder may by ordinance regulate and control the speed of travel on all paths, driveway and roadways within forest preserves, and prohibit the use of such paths, driveways and roadways for racing or speeding purposes, and may exclude there from traffic, teams and vehicles, and may by ordinance prescribe such fines and penalties for the violation of their ordinance as cities and villages are allowed to prescribe for the violation of their ordinances."**

**And,**

**WHEREAS, Chapter 96 ½, Section 6313, of the Illinois Revised Statues provides as follows:  
"The Board of any Forest Preserve District organized hereunder may by ordinance regulate, control and license equestrian travel on paths, driveways and roadways within the Forest Preserve District."**

**And,**

**WHEREAS, Chapter 96 1/2, Section 6314, of the Illinois Revised Statues provides as follows:**

**"The Board of any Forest Preserve District organized under this Act may by ordinance issue license for any activity reasonably connect with the purpose for which the Forest Preserve District has been created."**

**And,**

**WHEREAS, Chapter 96 ½, Section 6315, of the Illinois Revised Statues provides in part as follows:**

**"The board shall be the corporate authority of such Forest Preserve District and shall have power to pass and enforce all necessary ordinance, rules and regulations for the management of the property and conduct of the business of such District."**

**And,**

**WHEREAS, it is reasonable, necessary and desirable for the District to provide rules and regulations in order to provide: for the safe and peaceful use of the Forest Preserves; for the education and recreation of the public; for the protection and preservation of the property, facilities, flora and fauna of the Forest Preserves; and for the safety and general welfare of the public;**

**And,**

**WHEREAS, the District has the authority and the power to establish this General Use Ordinance;**

**NOW, THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the District as follows;**

## **CHAPTER I-PUBLIC USE**

**Section 1-Public use and Purpose of the District.** Forest Preserves are for the use by the general public. One of the functions of the District is to acquire, protect, restore, restock, develop and interpret a well-balanced system of areas with scenic, ecological, recreational and historic values for the inspiration, education, use and enjoyment by the public. This ordinance is intended to help carry out this function.

### **Section 2-Hours of Use.**

- a. Forest Preserves shall be open to the public from sunrise to 10:00 PM local time.
- b. No person shall remain in the Forest Preserves when the Forest Preserves are not open to the public without written permission of the District.

### **Section 3-Permits**

- a. No person shall conduct, operate, present, manage or take part in the following activities in a Forest Preserve unless a permit is obtained from the District or Board prior to the start of the activity:
  1. any contest, show, exhibit, dramatic performance, play, act, motion picture, acrobatic feat, bazaar, sporting event, musical event, ceremony, children's day camp or any public meeting, assembly or parade including but not limited to, drill or maneuvers, rallies, picketing, speeches and addresses, marches or political meeting;
  2. any use of any preserve area or facility by a certain person or group of person to the exclusion of others;
  3. camping on lands of the District or inhabiting any structure or facility overnight;
- b. Persons desiring the above activity may apply to the District for a written permit under the following categories and subject to fees set by the Board:
  1. Picnic. No permit is required to have a picnic; however, if a person desires to reserve a designated area or areas to the exclusion of other or desires to conduct, in conjunction with the public, related controlled activities such as, but not limited to, sound amplification, special vehicle access, animal rides and the like, then a picnic permit, valid for one day, is required.
  2. Camping. A permit is required. The Permit reserves a designated area or areas to the exclusion of others and allows permittee to remain in the Preserve overnight.
  3. Special Event. A permit is required for any of the other activities listed in Section 3a, Paragraph 1 above. The permit may provide for use of an area or areas to the exclusion of others and for other permit controlled activities pursuant to this ordinance.
- c. Permits in General. Permits are not transferable and fees paid are not refundable. Permits must be applied for at least 24 hours in advance of event.  
Minor changes in the permit may be made upon written permission of the District for no additional fee providing that the specific Forest Preserve designated is not changed, the date or dates involved are not changed, the number of the designated areas is not increased and the request for change is made at least 24 hours prior to the event. Permits may also be required for other activities.

## **CHAPTER II-PROTECTION OF PROPERTY, STRUCTURES AND NATURAL RESOURCES**

**Section 1-Destruction or Misuse of Property and Structures.** No person shall upon or in connection with any property of the District.

- a. remove, take, deface, mutilate or destroy any property, equipment, improvement, sign, building or other construction owned by the District in or upon any land owned by the District;
- b. take, appropriate, excavate, injure, destroy or remove any historical or pre-historical ruin or parts thereof, or any object of antiquity, without written permission of the District;
- c. throw, carry, cast, drag, push or deposit any refuse container, picnic table, barricade or any other moveable or non-moveable property into any lake, pond, slough, stream or lagoon or upon frozen waters thereof or to otherwise move, stack or hide such property in such a way as to render in unavailable to the general public for its intended use, to cause a hazard to public safety or to damage or destroy such property;
- d. occupy or inhabit, or cause to be occupied or inhabited, any house, barn, shelter, shed or other structure or use for any storage, or cause to be used for the storage of any goods, any house, barn, shelter, shed or other structure without approval of the Board, and written permission of the District;
- e. enter into or upon any preserve or waters or areas thereof or structure closed or posted against trespass, without written permission of the District;  
these structures or areas may be, but not limited to , employee residences or their immediately surrounding area, construction areas, work safety zones, equipment or material storage structures or areas, workshops or stations, tree nurseries or areas undergoing intensive reforestation or other soil or vegetative treatment or areas hazardous to public safety or health;
- f. tamper with in any way , climb or enter upon, damage or remove anything from, any District vehicle, watercraft, machine or implement, without written permission of the District;
- g. misuse any refuse container or receptacle by depositing into it any hot coals or any other hot or burning substances; or by depositing into it any garbage, trash, refuse or other unwanted material that was not generated on the site in the course of normal, lawful use of Forest Preserve facilities.

**Section 2-Destruction or Misuse of Natural Resources.** No person shall upon or in connection with any property of the District;

- a. cut, remove uproot or wantonly destroy any tree, sapling, seeding, bush, shrub, flower or plant, whether alive or dead or chip, blaze, box, girdle, trim or otherwise deface or injure any tree, shrub or bush or break or remove any branch or foliage thereof or pick or gather any seed or any tree or other plant, without written permission of the District;
- b. remove or a cause to be removed any sod, earth humus, downed timber, wood chips, peat, rock, sand or gravel or remove or cause to be removed any other natural material of the forest floor or earth, without written permission of the District;
- c. hunt, pursue, trap, capture, catch, molest, poison, wound or kill or attempt to hunt, trap, capture, catch, molest, poison, wound or kill any invertebrate animal, mammal or bird, reptile or amphibian, disturb, molest or rob the nest of any mammal, bird, insect, reptile or amphibian or the lair, den or burrow of any mammal, bird, insect, reptile, or amphibian, without written permission of the District;
- d. fish in any waters of the District posted against fishing or by using a bow and arrow, spear or sling-shot; or with any device using more than two hooks per line; or any net; seine or trap; or with attended or unattended lines during the hours that Forest Preserves are closed as defined by provisions this ordinance or in violation of any applicable laws of the state of Illinois as administered by the Conservation Department thereof in violation of any regulations or

restrictions posted by the District controlling the size, species and number of fish that can be taken from a designated body of water;

- e. release or cause to be released any wild, domestic or pet animal, bird, fish or reptile or bring in or plant or distribute the seeds or spores of any flowering or non-flowering plants brought into or upon district lands, or waters from any outside source whatsoever, without written permission of the District;
- f. use or cause to be used any chemical or biological pesticide or any other substance, measure or process designed to alter the anatomy or physiology of any organism for the purpose of directly manipulating their populations, without written permission of the District and then only in compliance with all applicable law of the State of Illinois and the United States;
- g. drive or cause to be driven or allow to enter on District property, any livestock to graze or browse, without written permission of the District;
- h. deposit, dump, throw, cast, lay or place, nor cause to be deposited, dumped, thrown, cast, laid or placed any ashes, trash, rubbish, paper, garbage, refuse, debris, or junk;

### **Section 3-Contraband**

All animals, plants, birds, fish or reptiles, or parts thereof, killed, captured, trapped or taken or brought, sold or bartered or had in possession contrary to any provision of this ordinance or applicable laws of the State of Illinois shall be, and are hereby declared contraband and as such, shall be subject to seizure by an ranger, ranger police, caretaker or employee of the District or by any duly sworn peace officer.

**Section 4-Destruction by Misuse of Fire.** No person shall upon or in connection with any property of the District;

- a. set fires, or cause to be set on fire, any tree, forest, brush land, grassland, meadow, prairie, marsh, slash, refuse, refuse container or structure;
- b. build a fire anywhere, for any purpose, except in provided fireplaces or provided or privately owned fire receptacles without written permission from the District;
- c. build a fire or cause a fire to start in or out of a receptacle close to or in any structure whatsoever or close to any tree or other plants in such a way as to deface damage or destroy that structure or scar, injure or destroy any tree or plants or their foliage;
- d. drop, throw away or scatter any burning, lighted or hot coals, ashes, cigarette, cigar, firecrackers or match;
- e. build any fire whatsoever for any purpose in or out of a receptacle or fireplace and leave it unattended, unless such fire is properly extinguished. For the purpose of this ordinance, a fire shall be deemed properly extinguished when its ashes, residue, coals and unburned substance is cold to the human touch;

## **CHAPTER III- REGULATIONS OF SPORTS & GAMES**

**No person shall upon or in connection with any property of the District;**

**Section 1-Swimming.** Swim, wade or bodily enter the water at any time in any lakes, ponds, streams, sloughs or watercourses except at such place or places as may be designated by the District and then only in accordance with the rules, regulation and restriction promulgated and posted.

**Section 2-Watercraft.** Bring into, attempt to launch or use or navigate any boat, yacht, canoe, raft or other watercraft upon the waters of any watercourse, lake lagoon, pond or slough, except at such place or places as may be designated by the District. Where allowed, watercraft shall be used in

accordance with District rules, regulation and restrictions duly set forth and posted, as well as all applicable statutes of the State of Illinois and the United States. Lake George is restricted to electric trolling motors only. However, District employees operating watercraft in carrying out official duties and personnel of cooperating agent or agencies operating watercraft as authorized by the District or the Department of Conservation may be exempt from boating regulation in this Section.

**Section 3-Engine Powered Models or Toys.** Start, fly or use any fuel-powered engine or jet type or electric-powered model aircraft, boat or rocket or like power toy or model, except at those areas or waters designated by the District for such use and then only in accordance with such rules, regulations and restrictions promulgated and posted by the District.

**Section 4-Horseback Riding.** Bring into, unload use or ride any horse except on those fields, lots arenas , areas, trails, paths or roadways designated by the District for horse use. Where allowed, horses shall be used in accordance with the rules, regulation and restrictions duly set forth as part of such permit or posted.

**Section 5-Bicycling.**

- a. ride a bicycle on any path, trail, roadway, or other area designated and posted prohibiting bicycles or on any path, trail or area designated and posted as begin a horse or equestrian trail or area by the District;
- b. fail to ride a bicycle as closely as possible to the right hand side of any road, trail, path as conditions shall permit;
- c. carry another on the handlebars, frame, fender or so ride on a bicycle except on a suitable seat attached to such bicycle for such purpose or to operate a bicycle in such a manner as to be reckless or to endanger pedestrians;
- d. ride a bicycle on any path or trail more than two abreast or on any roadway or road used by the public for regular motor vehicle access in any other manner than single file;

**Section 6-Sound or Energy Amplification.**

Play or operate any sound amplification devices including radio, television sets, public address systems, musical instruments and the like or operate any other energy amplification device in such a way as to be audible beyond the immediate vicinity of such device or musical instrument or in such a manner as to disturb the quiet of camps, picnic areas or other public gathering places, with out written permission of the District.

**Section 7-Winter Sports.**

- a. Sled, toboggan, ski or slide on any area posted by the District as being unsafe or hazardous or as being closed due to inadequate snow cover or other environmental conditions or upon being duly notified of such by the District;
- b. Enter on or upon any frozen waters to skate, fish, slide or walk or for any purpose whatsoever when such waters are posted “closed” or “unsafe” or “hazardous” by the District or when notified of such conditions by the District;
- c. Bring onto or upon the frozen waters of any lake, pond or watercourse any iceboat or wind-driven-like device or other vehicle;

**Section 8-Field and Team Sports.**

Play or engage in any team sport or game such as, but not limited to, baseball, football, field hockey, volleyball, lacrosse or horseshoes except in those areas designated by the District as athletic fields or, if none are available, only on those areas and for such period of time determined by, and

permitted by, the ranger in charge of the area or preserve involved in order to insure the safe and equal use of the preserve by others.

### **Section 9-Amusement contraptions.**

Bring in, set up, construct, manage or operate any amusement or entertainment contraption, device or gadget, without written permission of the District.

### **Section 10-Aviation.**

Make any ascent in a balloon, airplane, glider, hang glider, kite or any decent in or from any balloon, airplane, glider, hang glider, kite or parachute, without written permission of the Board of Commissioners.

### **Section 11-Gambling.**

- a. manage, operate or engage in gambling of any form;
- b. have in their possession any clock, wheel, tape machine, slot machine, pin machine or other machine or device for the reception of money or other thing of value on chance or skill or upon the action of which money is skated, bet hazarded, won, or lost. Any such machine or device shall be subject to seizure, confiscation and destruction by any duly sworn peace officer;

### **Section 12-Camping Regulations and Restrictions.**

- a. camping will be permitted only in designated campgrounds in Preserves where camping is allowed. Camping is prohibited in any other area;
- b. a written permit is required to camp in any Preserve. Fees and regulations vary in campgrounds according to the facilities available. A responsible person from the camping party must register for the party and thereby acknowledge compliance to the rules and restrictions of the Preserve;
- c. visitors and guests of registered campers must leave the Preserve by the 10:00 PM closing time;
- d. time limits vary between preserves. No camper or his equipment is allowed to exceed the camping time limit. In addition tent campers must move their tent after a period of one week in order to prevent grass kill;
- e. campgrounds are not provide as location for large group gatherings or parties which are disruptive to the normal atmosphere of the campground. Such activities will not be permitted and violators who persist will be evicted;
- f. quiet hours shall prevail in campgrounds between the hours of 10:00 PM and 7:00 AM. No person shall allow music or any sound from any mechanical device or person to emit outside the individuals immediate campsite between the above hours that would be disturbing to other campers;

## **CHAPTER IV- REGULATION OF MOTORIZED VEHICLES, TRAFFIC & PARKING**

**No person shall upon or in connection with any property of the District.**

### **Section 1-Vehicle Operation and Equipment.**

Operate or cause to be operated, any motorized vehicle that does not comply with or in a manner that does not comply with the Vehicle Code or the State of Illinois or other law or laws of the State of Illinois having to do with the equipment, control, licensing, registering and use of motorized vehicles and /or the licensing of operators of such vehicles.

### **Section 2-Vehicle Types and Access Allowed.**

- a. operate or cause to be operated, any motorized vehicle anywhere except on the roads, drives and parking areas provided, without written permission of the District and then only in compliance with the directions and restrictions of the ranger in charge of the area or range police;
- b. operate or cause to be operated any motor vehicle anywhere that is not licensed or permitted to be operated on the roads, streets and highways of the State of Illinois without written permission of the District and then only in those areas specified and in accord with the rules and regulations duly set forth by the District. Vehicles not so licensed and therefore subject to the provisions of this sub-section include, but are not limited to, snowmobiles, go carts, trail bikes, mini bikes and such other all terrain off-the-road vehicles;
- c. operate or move or cause to be operated or moved, any motor vehicle locked in as a result of the closing of the forest preserves at the proper posted time, without written permission of the District or until such time that the preserve is officially opened;
- d. operate a motorized vehicle on any road, drive or parking area posted, gated or barricaded as closed to public traffic;
- e. at Indian Bluff Golf Course only golf carts that are authorized by the District and are furnished and provided by the Golf Pro are allowed;

### **Section 3-Right of Way.**

Operate a motor vehicle in such a manner as to fail to yield right of way to pedestrians and equestrians.

### **Section 4-Parking.**

- a. park a vehicle overnight, without written permission of the District;
- b. park a vehicle in such a way as to block in another parked vehicle;
- c. park a vehicle in such a way as to block, restrict or impede the normal flow of traffic;
- d. park a vehicle in a zone or area posted prohibiting parking;
- e. park a vehicle on turf, meadow, prairie, marsh, field in a woodland or on the exposed roots of any tree or shrub, except in an emergency or when directed to do so by the ranger police or a matter of public safety;
- f. park a vehicle for the purpose of washing it or for the making of any repairs or alterations to any vehicle except those of an emergency nature;
- g. vehicles in violation of any of the above subject to towing at owner's expense;

### **Section 5-Speed Limit.**

Operate or propel a vehicle or cause a vehicle to be propelled on any road, drive or parking area at a speed greater than the speed limit posted along the right of way or in the absence of such posted limit, at a speed in excess of 10 miles per hour.

## **CHAPTER V – REGULATION OF PERSONAL CONDUCT & BEHAVIOR**

**No person shall upon or in connection with any property of the District.**

### **Section 1-Vending an Advertising.**

- a. Expose or offer for sale to the general public any articles or things, or conduct or solicit any business trade or occupation or profession without a valid concession or occupation or profession without a valid concession contract agreement approved by the Board and then only in accordance with the terms and conditions thereof, it being the intention to control commercial enterprises or sales on District lands;

- b. Display, distribute, post or fix any placard, sign, handbill, pamphlet, circular or any other writing or printed material or objects containing advertising matter or announcements of any kind whatsoever without written permission of the Board and then only in compliance with the terms of such permit or in compliance with the terms of a valid concession contract approved by the Board except those groups holding a valid picnic. Camping or special event permit may display signs to identify their location or direct others to it, providing such signs are temporary and are removed by the permittee at the termination of the activity and providing that such signs are no larger than 24" X 30" and are not attached to any tree or shrub or any post, building, District sign, gate or other structure.

### **Section 2-Unlawful Obstructions.**

- a. Set or place or cause to be set or place any goods, wares or merchandise or any stand, cart or vehicle for the transportation or vending of such goods, wares or merchandise or any other article upon any property of the District to the obstruction of use of any preserve or to the detriment of the appearance of any preserve.
- b. By force, threats, intimidation or by any unlawful fencing or enclosing or any other unlawful means prevent or obstruct or combine and confederate with others to prevent or obstruct any person from peacefully entering upon any property of the District or preventing or obstructing free passage or transit over or through any lands or waters of the District or obstruct the entrance of any enclosure within the District, except that nothing in this section shall be construed to deny lawful enforcement of a valid permit granting a certain person or persons use to the exclusion of other as defined and provided for in this Ordinance;
- c. For groups of 15 or more person under the age of 18 to gather in any area of the District unless at least one responsible adult accompanies each such group of 15 individuals;

### **Section 3-Unlawful Construction or Maintenance.**

Erect, construct, install or perform any maintenance on below, over or across a preserve except by proper authorization of the District authorizing such activity an then only in accordance with written permission of the District specifying in detail the work to be done and the conditions to be fulfilled pursuant to the terms of such authorization.

### **Section 4-Drug or Alcohol Abuse.**

- a. Be present in an intoxicated state, condition or under the influence of any liquor, beer, drug or narcotic to the extent of being unable to perform normal body functions, such as maintaining balance and coherent speech, or because of the influence of such or like substances engage in behavior or speech that intimidates others or interferes with or unreasonably disrupts others in the normal, safe use of the forest preserves or any facility thereof.
- b. No person shall bring intoxicating beverages or any kind for sale into any of the preserves provided however nothing contained herein shall prevent the possession and transportation of alcoholic liquors for the personal use of the possessor, his family an guest, in Forest preserves lying with in the territorial limits of towns, townships, villages, municipalities or precincts wherein the sale of alcoholic beverages, is by law permitted.
- c. That the dispensation of alcoholic liquor from the type of container commonly referred to as a "keg" is prohibited on the lands of any Preserve, unless in conjunction with an organized picnic or group outing for which a permit has been issued.
- d. **In the event that a youth organization has been granted permission from the Forest Preserve Commission to use forest preserve property for a youth sports league or special event, such as baseball, softball, soccer, etc..., alcoholic beverages shall not be consumed**

**within 150 yards of the organization's activity or in the designated parking areas where a majority of the participants and parents park their vehicles while attending such activity.**

### **Section 5-Weapons and Harmful Substances.**

At any time have in their possession or on or about their person concealed or otherwise, any firearm, pistol, revolver, rifle, shotgun, bow and arrow, slingshot, crossbow, spear, spear-gun, switchblade knife, stiletto, sword, blackjack, billy club, any weapon capable of discharging a projectile by air, spirit, gas or explosive, any explosive substance or armful solid, liquid or gaseous substance or any other dangerous weapon, except at such ranges or areas designated for their use by the District and then only in accordance with the rules and restrictions duly set forth for the proper use of such ranges or areas. Nothing contained herein shall be construed to prevent any ranger police, deputy, sheriff, coroner, game warden, state policeman or any other duly sworn peace officer from carrying such weapons as may be authorized as necessary in the discharge of their duties nor shall it apply to any person summoned by any such officer to assist in making arrests or preserving the peace while such person is engaged in assisting.

### **Section 6-Hindering or Bribing Employees.**

- a. Interfere with, unreasonably disrupt or delay or in any manner hinder any employee engaged in the performance of his duties.
- b. Give or offer to give any employee any money, gift, privilege or article of value on or off District property in order to violate the provisions of this ordinance, contract, permit or statute of the State of Illinois and the United States or in order to gain or receive special consideration in applying for any use or privilege or to gain special consideration and treatment in the use of any District property or facility.

### **Section 7-Control and Treatment of Animals.**

- a. That no person shall allow, keep or otherwise permit any unleashed dog, cat, or other domesticated animal in any area of any preserve. All leashed animals should be at all times under the direct physical control of a responsible person.
- b. That no person shall torture, whip, beat or cruelly treat or neglect any animal;
- c. That no person shall keep a noisy, vicious or dangerous dog or other animal or one which is disturbing to other persons on District owned property and to remain therein after being asked to leave by an employee of the District;
- d. That no person shall cause or permit any horse or other animal to stand in any Preserve unless securely hitched or in charge of some competent person and that no horse or other animal shall be hitched to any tree or shrub in an Preserve;
- e. That no person shall ride, lead or allow any animal in any public building within any Preserve;
- f. Nothing in this ordinance shall be construed to prohibit the controlled use of certain animals approved by the District for purposes of public safety, such as but not limited to, the protection of District property or the protection of employees in the performance of their duties or search and rescue;

### **Section 8-Commercial Photography.**

Take or cause to be taken any still or motion pictures, make sketches or paintings for commercial purposes or for use in commercial advertising without written permission from the District and then only in accordance with the rules and restrictions duly set forth as part of such permit.

### **Section 9-Honoring Permits.**

By act or speech willfully unreasonably hinder, interrupt or interfere with any duly permitted activity or unreasonably or willfully introduce on any are or into any structures designated for the use of a certain person or persons to the exclusion of others by the written permission of the district.

**Section 10-Pyrotechnics.**

Set off or attempt to set off or ignite any firecracker, fireworks, smoke-bombs, rockets, black powder guns, or other pyrotechnics without the written permission of the Board.

**CHAPTER VI-ENFORCEMENT**

**Section 1-Police.**

- a. Law enforcement officers have the power and are authorized to arrest, with or without process, any persons found in the act of violating any ordinances of the District or law of the State of Illinois;
- b. District Rangers are authorized to enforce the regulations of the District;

**Section 2-Two Penalties-One Judgment.** In all cases where the same offense shall be made punishable or shall be created by different clauses or section of this or any other ordinance or statute, the duly sworn peace officer or person prosecuting may elect under which to proceed but not more than one judgment shall be had against the same person for the same offense.

**Section 3-Fines and Penalties.** Any person found guilty of violating any provision of this ordinance shall be fined an amount not less than \$25.00 but not more than \$200.00 for each offense. Restitution may also be asked for in addition to the fine in the case of damage to District properties.

**Section 4-Authority of other agencies.** Nothing in this ordinance shall be construed to prevent other officers from carrying out their sworn duties within the territories of the District as defined by applicable laws of the State of Illinois and the United States or ordinances of Rock Island County, Illinois, or in accord with any other policing agreement approved by the Board.

**Section 5-Eviction.** For violation of any of these rules and regulations, a person or persons is subject to a fine and/or immediate eviction whether or not a permit has been granted or fee paid. No refunds will be granted in such cases.

**Section 6-Permits and Designated Areas-Authority.** To carry out the terms of this ordinance, the Director is hereby given authority to issue the permits, post notices or to take the other action as called for herein, subject to the guidelines herein set forth.

- a. The Director shall have the authority to designate areas, facilities or waters suitable for various activities or use, to close preserves or parts thereof, in the interest of public health, safety or general welfare or in order to protect the natural resources from unreasonable harm and to promulgate and issue permits where required by this ordinance and collect such fees as established by the District in accordance with the following guidelines;
  1. that no person be discriminated against because of race, sex, creed, color or national origin;
  2. that the proposed use or activity will not unreasonably interfere with or detract form the general public's use and enjoyment of the preserve and surrounding property or facilities;
  3. that the proposed use or activity is not reasonably likely to result in violence or in serious harm to property or persons;

4. that the proposed activity or use will not entail extraordinary expense of operation costs by the District or expose it to unusual extreme liability;
  5. that the area desired has not been reserved for another activity at the same time;
  6. that the proposed activity is not reasonably expected to detract from the promotion of public health
  7. that the proposed activity is reasonably compatible with they type of pre
- b. The Director may impose reasonable restrictions on the granting of a permit including, but not limited to , any of the following:
1. restricting the open dates for reserved area use, the length of time an area will be held for reserved use, the use of the ground fires, sound and energy amplification devices, amusement devices, off-the-road-vehicle access, the number of persons present, location and type of any tents, bandstands, stages or temporary structures, the use of domestic, pet or trained animals, the use of shelters or structures, the collecting for any purpose of any water, soils, minerals, flora or fauna, the type and location of sports and games or any other activity which appears likely to create a risk of unreasonable harm to the use and enjoyment of the preserve by others or of damage to District property;
  2. requiring proof of and establishing the amount of liability insurance required, and/or requiring a hold harmless agreement, or requiring a certificate of insurance naming the District as an additional insured when the activity is deemed by the Director to require such;
  3. requiring the name, address, telephone number and driver license number of a legal adult responsible for the use and activity requested, as well as the name, address and telephone number of a group represented by the applicant;
  4. requiring that the applicant furnish additional security forces at the applicant's expense, such forces to act under District supervision;
- c. All permits required by this ordinance and issued by the Director shall be issued by the Director shall be issued at the District Headquarters at the Rock Island County Building, Rock Island, Illinois, on a first-come, first-served basis beginning the first working day of each calendar year for open dates or for such total number allowed during that calendar year. All application for permits shall be submitted at least 72 hours in advance of the earliest requested date, provided that the Director may waive the 72 hour period in the interest of public health or safety or for such events that are of significant civic nature;
- d. The Director is authorized to seek reasonable information regarding any proposed use, activity or privilege and require a record of such information on a permit application.
- e. No person shall misrepresent, falsify or withhold such required information.
- f. No person granted a permit shall violate the requirement, terms, conditions, restrictions or rules duly set forth under the authority of this ordinance as part of any granted permit or registration.
- g. The Board of Commissioners of the District may set forth in other ordinances such permit or registration fees as it deems proper and may change them from time to time.
- h. No person shall obtain or use any permit without first having paid the fee established by ordinance for such permit.
- i. All designated areas, waters and facilities and all permit restrictions, rules, regulations or conditions are subject to review at any time by the board of Forest Preserve Commissioners. Any aggrieved person shall have the right to petition the Board, in writing, regarding denial or restriction of use or activity and be properly heard by the Board as the President shall direct.

**Section 7-Civil Suits.** Nothing in this ordinance shall be construed to prevent or preclude the lawful use by the District of a civil remedy at law, to correct an abuse or loss suffered by the District as a result of violation of this ordinance or any law of the State of Illinois.

**Section 8-State, United States and Local Laws.** All persons within the forest preserves of Rock Island County, Illinois, are subject to all ordinances, rules and regulations of the District as well as all applicable laws of the United States, State of Illinois and local statutes and ordinances, as amended and changed from time to time. These laws include, but are not limited to, the Forest Preserve District Act for the State of Illinois, the Illinois Vehicle Code, the Criminal Code of the State of Illinois and the Game Fish Codes of the State of Illinois as amended and changed from time to time.

## **CHAPTER VII-CONSTRUCTION OF WORDS AND DEFINITIONS**

**Section 1-Construction of Words.** Whenever any words in any ordinance importing the plural number shall be used in describing or referring to any matters, parties or persons, any single matter, party or person shall be deemed to be included although distributive words may not be used and, when any subject matter, party or person shall be referred to in any ordinance by words importing the singular number only in the masculine gender, several matters, parties or persons and female as well as males and bodies corporate shall be deemed to be included; provided, however, that these rules of construction shall not be applied to any ordinance which shall contain any express provision excluding such construction.

### **Section 2-Definitions.**

- a. "District" wherever used means the Forest Preserve District of Rock Island County, Illinois;
- b. "Board" wherever used means the Board of Commissioners of the District;
- c. "Director" wherever used means the Director of the District;
- d. "Person" or "Persons" wherever used means individuals, firms, corporation, societies or any group or gathering whatsoever
- e. "Permit" wherever used means the written permission that must be obtained from the Director to carry out a given activity
- f. "Forest Preserve" or "Preserve" where used means lands and waters, or property holdings of the District;
- g. "Waters" where used means waters within the jurisdiction of the District;
- h. "Employee" where used means any full or part time, regular or temporary worker in the employ of the District under the supervision of the District;
- i. "Watercraft" where used means any device of conveyance on the water whether propelled by motor, engine, wind or human power;
- j. "Vehicle" where used means any device of conveyance on the land using wheels or belt-type track or tracks, skids or skis and propelled by an engine or motor and includes such land conveyances that are able to float and operate on water;
- k. "Sound and Energy Amplification" where used means music, speech or any sound or noise transmitted by artificial means, including but not limited to, amplifiers, loudspeakers, radios and any similar devices or lights, ray lenses, mirror or laser beams or the like;
- l. "Amusement Contraptions" where used means any contrivance, device gadget, machine or structure designed to test the skill or strength of the user or provide the user with any sort of ride, lift, swing or fall experience including, but not limited to ball throwing contest devices, pinball-type devices, animal ride device, ball and hammer devices, trampoline devices and the like;
- m. "Legal Adult" where used means one who has reached the age of majority as defined by the laws of the State of Illinois;
- n. "Area(s)" where used means a specified place within a Forest Preserve

- o. "Exclusion of Others" where used refers to prohibiting use or behavior by others which disrupts or prevents the authorized and lawful use of designated areas or structure in a preserve by a person or persons holding a valid permit for such area or structure and activity;
- p. "Property" where used means any lands, waters, facilities or possessions of the District;
- q. "President" where used means the President of the Forest Preserve Commissioners;
- r. "Written Permission of the Director" where used is intended to permit written permission being granted by authorized agents of the Director;
- s. "Posted" where used means that a notice is posted, either by a sign in a forest preserve at the entrance to a forest preserve or at a headquarters, the location being at the discretion of the Director;

## **CHAPTER VIII-MISCELLANEOUS**

**Section 1-Conflict.** All District ordinances and parts of ordinances and all resolutions and orders, or any parts thereof, in conflict with this ordinance, or any parts thereof, are hereby repealed.

**Section 2-Enactment.** This ordinance shall be in full force and effect from and after its passage, approval and publication, as by statute in such cases made and provided.

**Section 3-Captions and Headings.** The captions and heading used herein are for convenience of reference only and do not define or limit the contents of each paragraph.

**Section 4-Severability.** The provisions of this ordinance shall be deemed to be severable and the invalidity and enforceability of the other provisions hereof.

**Section 5-Copies.** The Secretary of the Commission shall transmit a copy of this ordinance to the Director and the Attorney of the District, respectively.

## **CHAPTER IX-AMENDMENTS**

**This ordinance may be amended from time to time by the District and such amendment may be shown by either marking the section amended or attaching the amendment to this ordinance. This Ordinance shall repeal all previous ordinances pertaining to the rules and regulations pertaining to the use of lands and facilities of the Rock Island County Forest Preserve District.**

**Passed and approved by the President and Board of Commissioners of the District this 20<sup>th</sup> day of April, 1982.**

**Approved:**  
**President, Forest Preserve Commission**  
**Paul E. Mulcahey**

**Attest:**  
**Secretary, Forest Preserve Commission**  
**William J. Foley**

**AN ORDINANCE OF THE ROCK ISLAND COUNTY  
FOREST PRESERVE DISTRICT  
ESTABLISHING LIMITATIONS ON USE OF LIGHTED TOBACCO PRODUCTS ON  
ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT PROPERTY**

**AMENDMENT TO GENERAL USE REGULATION ORDINANCE**

**Chapter V – Regulation of Personal Conduct & Behavior,**

**Section 11 – Smoking or Use of Lighted Tobacco**

**WHEREAS**, the Board of Commissioners (hereinafter “Board”) of the Rock Island County Forest Preserve District has the authority pursuant to the Downstate Forest Preserve District Act (70 ILCS 805/8, (10), (11)) to adopt rules and regulations governing the conduct of persons using the park system and to prescribe fines and penalties for violations thereof; and

**WHEREAS**, the Smoke Free Illinois Act (410 ILCS 82/1 et seq.) prohibits the use of lighted tobacco products in public indoor spaces, and within 15 feet of entrances to, windows in, or ventilation intakes for, such indoor spaces and authorizes the District to further regulate the use of lighted tobacco products; and

**WHEREAS**, the Board believes that the use of lighted tobacco products in the proximity of youth and adults engaging in or watching outdoor recreation activities at District parks is detrimental to their health and can be offensive to others; and

**WHEREAS**, the Board believes that parents, leaders and officials are models for youth and can have a positive effect on the lifestyle choices they make; and

**WHEREAS**, prohibiting the use of lighted tobacco products will protect the health of children as well as enhance the experience of Forest Preserve District patrons, participants and spectators.

**BE IT HEREBY RESOLVED BY THE PRESIDENT AND BOARD OF  
COMMISSIONERS OF THE ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT,  
ROCK ISLAND COUNTY, ILLINOIS:**

**SECTION I. Use of Lighted Tobacco Products Prohibited**

Use of any lighted tobacco product, including without limitation, the displaying, smoking, burning, inhaling, or exhaling of any kind is prohibited within all forest preserve buildings, vehicles owned, leased, or otherwise in the possession or under the control of the District, or within 15 feet of any entrance to, exit from, windows that open and ventilation intakes that serve any building or structure. The use of lighted tobacco is also prohibited on District property within 25 feet of playgrounds, ball diamonds and picnic shelters where signs are posted smoking prohibited.

**SECTION II. Definition**

Tobacco is defined to include any lighted or unlighted cigarette (clove, bidis, kreteks), e-cigarettes, cigars, cigarillos, pipes, hookah products, weed, herbs, and any other smoking product and/or all nicotine delivery devices that are not FDA-approved as cessation products.

**SECTION III. Penalties for Violation**

Any person who violates any provision of this ordinance shall be subject to the following penalties:

First Offense	Written warning
Second Offense	No Trespass issued for one year

#### **SECTION IV. Enforcement**

The Rock Island County Sheriff's Office shall be and are hereby authorized and empowered to enforce this and all District ordinances.

#### **SECTION V. Golf Course**

This prohibition shall not apply to the Indian Bluff Golf Course.

#### **SECTION VI. Repeal**

Any ordinance in conflict with this ordinance is hereby repealed to the extent of such conflict.

#### **SECTION VII. Effective Date**

This ordinance shall be effective from and after its passage then 10 days after it has been published at least once in some newspaper published in the District having a general circulation therein.

**ADOPTED** by the Rock Island County Forest Preserve Commission, Rock Island County, Illinois, this 16<sup>th</sup> day of July, 2013.

**ROCK ISLAND COUTNY FOREST PRESERVE DISTRICT  
ILLINIWEK & LOUD THUNDER FOREST PRESERVE  
CAMPING RULES & REGULATIONS**

Loud Thunder & Illiniwek – Fees collected at the camp offices during posted hours.

1. All campers must check in at the camp office and secure a camping permit before setting up on a campsite. Campsites cannot be held for other campers not present. Payment is required at the time of use for the length of stay at the campsite.
2. Camping permit must be posted at each campsite.
3. Entrance to the camping unit must display the camper's copy of the permit.
4. Only one (1) camping unit is allowed per campsite unless it has been designated as a two-unit or group site, an additional fee per camping unit will be charged at these designated group sites.
5. Only two (2) vehicles other than the camping unit are allowed at the campsite (this includes visitors).
6. One (1) table only per campsite.
7. Tents are not allowed on designated RV sites unless noted otherwise.
8. Only registered campers are allowed at a campsite after 10:00 p.m.
9. Quiet hours shall prevail in the campgrounds between 10:00 p.m. and 7:00 a.m. Loud music is not permitted at anytime.
10. Camping limit is 14 days.
11. All pets must be on a leash.
12. Campfires are to be confined to fire ring where provided. Burning of litter is prohibited. This includes cans, plastic, glass and styrofoam. Pallets or wood products with nails, staples or metal are not allowed to be burned or brought to the park.
13. Help us keep a clean attractive campground by keeping your site clean and placing your garbage in designated containers when breaking camp.
14. Visitors and guests of campers shall park vehicles on the site of the people they are visiting or in appropriate parking areas. Visitors must leave the Forest Preserve by the 10:00 p.m. closing time.
15. "Keggers" are not allowed at campsites.
16. Campgrounds are not provided as locations for large group gatherings or parties, which are disruptive to the normal atmosphere of the campground.
17. Carpet or mats are not allowed on the grass.
18. Violation of any State law or any rules of the District by a member of a camping party may be cause for eviction. No refunds will be granted.
19. Only firewood that meets the State (Illinois Department of Agriculture) & Federal (USDA) certifications and labeling requirements is allowed to be brought onto District premises. All unauthorized firewood may be removed and destroyed by District staff.
20. No electric or motorized vehicles such as golf carts or ATV's allowed per District ordinances.
21. Use of trees or other vegetation is prohibited for supporting tents, hammocks or other structures throughout District property.

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
PROHIBITION OF IMPORTATION OF FIREWOOD FROM ALL  
LOCATIONS OUTSIDE OF ROCK ISLAND COUNTY  
RESOLUTION**

**WHEREAS** the movement of firewood throughout Illinois and to/from other states poses the greatest threat to further the quick spread of the Emerald Ash Borer and other damaging plant pests;

**WHEREAS** recently identified infestations throughout 61 of the 102 counties of Illinois will lead to more quarantined counties in Illinois;

**WHEREAS** the Rock Island County Forest Preserve Commission endeavors to protect the natural resources of Rock Island County by impeding the movement of Invasive Species via the transportation of firewood and;

**WHEREAS** effective November 10, 2011, all firewood offered for sale, sold or distributed in Illinois must include the harvest location of the wood by county and state.

**NOW, THEREFORE, BE IT RESOLVED BY** the Rock Island County Forest Preserve Commission of Rock Island County, Illinois as follows:

1. To stem the spread of firewood borne pests, officials are asking Illinois residents and visitors to not move firewood and instead buy and burn locally.
2. That in accordance with State and Federal guidelines, the Rock Island County Forest Preserve Commission prohibits the importation of firewood onto any properties under the jurisdiction of the Rock Island County Forest Preserve District from outside Rock Island County unless, it meets the State of Illinois and the USDA firewood certification and labeling requirements.
3. All unauthorized firewood may be removed and destroyed by District staff and anyone convicted of moving prohibited items from the quarantine areas without prior certification by an Illinois Department of Agriculture nursery inspector may be fined up to \$500 by the State of Illinois.

**ADOPTED** by the Rock Island County Forest Preserve Commission, Rock Island County, Illinois, this 16<sup>th</sup> day of December, 2014.

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Steve Ballard, President  
Forest Preserve Commission

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Karen Kinney, Secretary  
Forest Preserve Commission

# **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT PRESCRIBED FIRE MANAGEMENT PROCEDURES**

## **Introduction**

As one component of ecological restoration, prescribed fire is used to alter, maintain, or restore vegetative communities that have historically depended on fire for ecological health.

Rock Island County Forest Preserve District recognizes the use of prescribed fire as an important part of implementing ecosystem management on public lands. Fire has been an essential process within the ecosystems found on Rock Island County Forest Preserve District lands. Fire exclusion from these fire dependent ecosystems has led to unhealthy conditions from non-native invasive species, overcrowding, and encroachment of woody vegetation. The goal of introducing fire back into those ecosystems is to return them to optimal health for the public's enjoyment.

## **Purpose**

The prescribed fire management procedures described within this document provide guidance, a unified direction, and a standardized procedure specifically associated with the planning and implementation of prescribed fire for Rock Island County Forest Preserve District.

## **Prescribed Fire Program Goals**

Rock Island County Forest Preserve District's prescribed fire program goals are:

- Provide for public and burn crewmembers safety as the first priority.
- Ensure that risk management is incorporated into all prescribed fire planning and implementation.
- Use prescribed fire in a safe and carefully planned manner that incorporates cost effectiveness.
- Utilize prescribed fire to restore natural ecological processes and functions, and to achieve land management objectives.

## **Terms**

The terms listed below are used throughout this document to provide consistency by establishing common terms and definitions used in the planning and implementation of prescribed fire.

**Prescribed Fire** – The planned application of fire to natural or planted vegetative fuels under specific environmental conditions and following appropriate precautionary measures, which causes the fire to be confined to a predetermined area and accomplish the planned land management goal.

**Escape Fire** – Any fire that goes beyond the predetermined area and requires outside resources to contain and/or burns adjoining landowner property not covered by the burn plan.

**Burn Unit** – A specific area that has been delineated by man-made or natural features and will receive fire for management purposes.

**Burn Plan** – A detailed prescription that identifies the burn unit in a preserve, the weather parameters, hazards, preferred burn method, smoke management, access, sensitive areas, goals, special conditions, maps, and a list of local authorities or private landowners to be contacted.

Incident Response Pocket Guide (IRPG) – Provides prescribed fire individuals with job aid and training for the operational aspects of prescribed fire. This guide is a collection of best practices that have evolved over time to accommodate learned prescribed fire methods and fire behavior.

Fire Break – A gap in vegetation or other combustible material that acts as a barrier to slow or stop the progress of fire.

Mop-up – Activities following the completion of ignitions that require hand tools and water to put out any logs or other burning material within a predetermined distance of the fire line.

### Position Descriptions

Burn Crew – All the individuals required to work together to safely and efficiently implement a prescribed fire. Rock Island Forest Preserve District may need to utilize a volunteer base to safely implement a prescribed fire. All volunteers will be required to sign a liability waiver to participate in a prescribed fire.

Burn Crew Member - Individuals who assist with implementation of prescribed fire. Burn Crew members are overseen by the Burn Boss and respective Crew Boss during a prescribed fire. They are responsible for:

- Carrying out duties once assigned by the Burn Boss or Crew Boss
- Paying attention to their surrounding conditions and communicating changes and concerns to their Crew Boss
- Assisting with mop-up
- Staying at the prescribed fire until released by the Burn Boss

Burn Boss – District staff that is the main contact for communications on a prescribed fire and is responsible for:

- Implementation of prescribed fire operations including:
  1. smoke management
  2. ignitions and holding
  3. fire breaks
  4. mop-up operations
  5. briefings
- Development of Burn Plans
- General management of burn crew
- Monitoring and recording burn weather data
- Delegation of work to burn crew members
- Communicate directly with local emergency response units (911, fire departments, police) and adjacent landowners pre and post burn
- Assessing fire behavior during prescribed fire
- Utilize burn boss checklist
- Determine if prescribed fire requires monitoring overnight
- Distribution of resources including equipment during operations
- Preparation of post burn reports
- Preparation of accident reports
- Determine if overtime will be necessary

- Determine that a prescribed fire is complete and release of burn crew members and other resources
- Signatures from volunteers on liability waivers
- Mentoring new Burn Bosses

Burn Bosses in coordination with Park Rangers will communicate with the Forest Preserve District Director on prescribed fire planning and implementation.

Burn Bosses will be required to be forest preserve staff unless an agreement has been made with a non-forest preserve staff member prior to the day of implementing a prescribed fire. Any agreement between Rock Island County Forest Preserve District and a non-forest preserve staff member to Burn Boss a prescribed fire must be cleared by the Park Ranger of the preserve unit where the prescribed fire will be implemented. That individual will be required to be familiar and follow all operating procedures of the Rock Island County Forest Preserves District Prescribed Fire Management Procedures. They will also need to be familiar with the prescribed fire unit they will be responsible for. Burn Bosses must be a certified Prescribed Fire Manager and licensed by the State of Illinois. Additional training required to be a Burn Boss includes S131, Advanced Firefighter Training, and shown proficiency in 5 prescribed fire Burn Boss trainings under a certified Burn Boss.

Crew Boss – May also be known as Holding Boss or Ignitions Boss. District staff members who are responsible for:

- Supervising a burn crew on a fire line
- Ensures safety of burn crew members and their needs
- Assigning crew member roles – ignitions, holding, water pack carriers
- Assessing the progression of the prescribed fire and communicating to Burn Boss about fire behavior, smoke behavior, weather changes, and safety concerns
- Assisting with mop-up activities
- Mentoring new Crew Bosses

Additional required training is S-131, Advanced Firefighter Training or successful completion of the Midwest Ecological Prescription Burn Crew Member Training and shown proficiency as a leader on the fire line.

### Program Procedures

Burn Plans – Burn units will have a written plan that will be prepared and approved by the Burn Boss and Park Ranger for the respective preserve the burn will take place. A burn plan template is attached as Appendix A. Burn Plans shall include but not limited to: weather parameters, hazards, preferred burn method, smoke management, access, sensitive areas, goals, special conditions, contingencies, maps, fire break preparations, burn boss check list, crew briefing checklist, and a list of local authorities or private landowners to be contacted. Burn Plans should also state the number of individuals needed to safely implement the prescribed fire.

Burn plans for scheduled prescribed fire units to receive fire will need updating before each burn season as new conditions develop. All burn plans shall have signature page for approval to move forward with prescribed fire implementation with approximate dates of implementation. Required signatures are the Burn Boss and Park Ranger. Burn Plans shall be made available to local fire departments upon request.

**Permits** – The Burn Boss or Park Ranger will be required to secure necessary permits. Local fire protection districts or townships may require open burning permits. Checking with these governing bodies will be necessary to ensure all necessary permits are secured. In addition to these permits the Illinois Environmental Protection Agency, Air Quality Division, requires an open burning permit for any prescribed fire within the state. Paperwork for the permit must be filed with the Illinois Environmental Protection Agency at least 90 days prior to the scheduled burn date. A prescribed fire cannot proceed without this permit.

**Public Notifications** – Verbal or written notifications to landowners within a 1/8 of a mile of the preserve, in the direction of prevailing winds described in the burn plan, shall be conducted 1 week in advance of the scheduled prescribed fire. The Park Ranger will be required to notify landowners.

Any complaints or questions about prescribed fire on preserve property shall be handled by the Park Rangers. A seasonal prescribed fire public inquiry log, updated by the Park Rangers, will keep track of all inquiries and kept on file at the respective preserve.

**Burn Unit Selection and Priority List** – When selecting burn units for a given prescribed fire season two methods of selection will be used based on appropriate fire frequency for prairies and woodlands. The first selection process will include prairie units. Prescribed fire units will need to be designated within the prairie units by the Park Rangers and given a fire frequency interval. This fire frequency interval will become the prescribed fire schedule. Park Rangers and Burn Bosses will refer to this schedule when determining which prairie units to burn for a given prescribed fire season.

When determining which woodland units will receive fire refer to the forest management plans that have been written for each preserve. The work schedule within each plan will identify where and how often fire will be used within the woodland.

The annual list of burn units will be compiled from meetings between Park Rangers for each preserve every year. Priority will be given to burn units that are ecological significant based on endangered species preservation or biological diversity. Other units will receive their ranking based on invasive species control, woody vegetation control, and maintenance burns. The annual prescribed fire list will have a ranking on each burn unit of high, medium, or low priority. The priority list will re-rank each burn unit from year to year based on changing conditions within each burn unit or seasonal weather differences. This annual priority list will be initially approved by the Park Rangers and submitted to the Forest Preserve Director for final approval.

**Seasonality of Prescribed Fire** – All prescribed fire will be conducted within the following time constraints: October 1 thru April 15. The time constraints for burning are based on phenology of plant development, animal reproduction and other surface activity, long-term climatic data, and field experience. Special approval to conduct a prescribed fire outside of stated time constraints must receive the Forest Preserves District Director approval.

**Burn Unit Preparation** – Based on the burn unit priority list Burn Bosses will need to identify burn units that will need burn preparation including creating fire breaks. Location of firebreaks will be determined in the Burn Plan on a map. The location of firebreaks should follow as close as possible the map within the Burn Plan. Other preparation measures may include hazard tree removal and removing logs near firebreaks on woodland burns.

Equipment Resources – Below is a list of equipment that may be needed on a prescribed fire but is not limited to:

Fire trucks with pumper units	Leaf blowers
ATV with pumper units	Fire flappers
Drip torches	Chainsaws
Fire rakes	Portable water backpacks

The District recognizes that fire trucks and ATV's with pumper units must come from volunteer organizations and/or fire departments due to cost. The District will cultivate relationships with these outside organizations and fire departments in order to have access to those types of equipment, which may be necessary for safety reasons on prescribed fires.

Safety – All burn Crewmembers will have or wear the following Personal Protective Equipment (PPE) during a prescribed fire:

Leather boots	Safety Helmet
Leather gloves	Map of burn unit
Nomex fire clothing	Eye protection

It will be the District's responsibility to ensure all district staff or volunteers working on prescribed fires near open flames have access and wear the listed PPE. District staff or volunteers not wearing PPE shall not be assigned by the Burn Boss to work near open flames.

Safety is the first priority on a prescribed fire. This applies to district staff, volunteers, and the public. Prescribed fire plans and activities must reflect this commitment. Every person involved in prescribed fire is responsible for identifying safety issues and concerns. It is the responsibility of each individual participating in prescribed fire to notify immediate supervisors of any possible misunderstanding of assigned tasks or safety concerns related to the assignment.

Exposure to smoke during prescribed fire operations can be a significant safety concern. Smoke management and exposure must be addressed in pre burn briefings. It is the responsibility of every individual on the prescribed fire to know their limits and contact immediate supervisors when changes need to be made to mitigate exposure to smoke.

#### Day of Prescribed Fire Responsibilities

A Burn Boss will be present while any prescribed fire is being conducted on Forest Preserve District land.

The District will follow guidance from the National Weather Service (NWS) in identifying fire weather "red flag" warning conditions during prescribed fire season. The determination by NWS of such conditions on the day of a scheduled prescribed fire will require district staff to exercise elevated caution and observe a "no prescribed fire" status on red flag warning days. Prescribed fire implementation may resume when such warnings have been lifted.

#### Pre-ignition

Burn Boss – In order to ensure the safety of all staff and volunteers (Crewmembers) the Burn Boss, who shall be designated within the Burn Plan, is the supervisor of all crewmembers. The Burn Boss shall assign Crewmembers to specific jobs, designate Crew Bosses, and other jobs as needed. Assignments will be based on the Crewmembers observable and known physical condition, experience, level of

training, and leadership qualities. The Burn Boss will notify prior to ignitions the following authorities when applicable:

- Fire Departments
- County Dispatcher (emergency and non-emergency)
- Law Enforcement
- Hospitals and schools where health concerns may apply
- Any other entity listed within the Burn Plan

The Burn Boss will be responsible for a pre-burn reconnaissance of the burn unit that will receive fire. The reconnaissance will verify unit boundaries, survey fuels, look for unexpected conditions and hazards that might alter holding and ignitions plans.

The Burn Boss or other delegated individual will have the responsibility to check predicted weather conditions the morning of the burn and prior to ignitions. Predicted weather conditions will need to be within the weather prescription detailed within the Burn Plan. Weather reports will be obtained from the local NWS for local conditions. If the prescribed fire will commence periodic weather measurements will be taken with a “belt weather kit” to ensure weather conditions through the course of the burn are within prescription. Weather conditions will be written down and recorded in a post burn report.

Crew Bosses – Will stay in constant communication with the Burn Boss.

Ignitions Boss – Will be responsible for proper ignition of the burn unit and the safety of all Crewmembers on the ignitions crew. If an ignition plan has not been prepared for the unit within the Burn Plan the Ignitions Boss will be responsible for creating one with collaboration from the Burn Boss. The Ignitions Boss will be responsible for safely coordinating back fires, flank fires, strip fires, and head fires.

Holding Boss – Will be responsible for holding the fire line and the safety of all Crewmembers on the holding crew. The Holding Boss will direct activities that prevent and watch for areas of slope over and spot fires. The Holding Boss will need to direct Crewmembers and appropriately respond to areas where there is slope over or spot fires.

Pre Burn Briefing – All assigned Crewmembers must be briefed prior to the start of prescribed fire operations. This ensures that personal safety considerations, prescribed fire objectives and operations are understood. A briefing checklist will be included in the Prescribed Burn Plan and will include the following elements:

- Burn Organization
- Burn Objectives and Prescription
- Description of the Prescribed Fire Area
- Expected Weather & Fire Behavior
- Communications
- Ignition Plan
- Holding Plan
- Contingency Plan and Associated Assignments
- Escape Fire Conversion
- Safety and Medical Plan

The briefing checklist should list briefing topics only, not re-state what is listed in the Prescribed Burn Plan. The Burn Boss will ensure that any new individual(s) arriving to the prescribed fire receives a briefing prior to assignment.

Methods of Communication – The Burn Boss will have a cell phone at all times in case of an emergency or to stay in contact with local authorities. The Burn Boss and Crew Bosses will need radios in order to communicate back and forth about changing conditions and other fire line updates.

Burn Signage – Appropriate signs notifying the public of controlled fire activities should be posted and locations determined by the Burn Boss. Signs will be placed in any location along roadways, preserve entrances, and trailheads where users or the general public may be impacted by the prescribed fire activities. Trail closures may be necessary and the length of closure time determined by the Burn Boss. Trails should not be re-opened if users will be impacted by smoke or if open flames continue to burn.

Escape Fire Emergency Assistance – While conducting a prescribed fire, and the fire escapes, and burns beyond the unit boundary, and requires significant reallocation of resources and changes the Burn Plan it is at the discretion of the Burn Boss to contact the fire department. The Burn Boss will be the person of contact for arriving fire department personnel and also be responsible for directing them to the necessary areas. If the fire department is called to help with an escape fire the Burn Boss will contact the District Director within a reasonable amount of time of such an event. The Burn Boss will give the District Director an oral report including all pertinent information. All activities to control the escape will be recorded in the post burn report.

### Ignitions

Test Fire – A test fire is required and results recorded and included in the post burn report. The test fire must be ignited in a representative location and in an area that can easily be controlled. The purpose of the test fire is to verify that the prescribed fire behavior characteristics will meet management objectives and to verify predicted smoke dispersion and lift.

If the test fire results meet the fire behavior described within the Burn Plan, ignitions operations may continue. If unexpected results from the test fire are observed ignitions operations will cease. The Burn Boss will be responsible for investigating why unexpected fire conditions were observed. If the weather is out of prescription the prescribed fire may not continue until weather parameters described within the Burn Plan are being experienced. If the weather is in prescription and fire behavior has been incorrectly described within the burn plan compared to the test fire results the prescribed fire will be cancelled until corrections have been made within the Burn Plan. Unexpected test fire results compared to Burn Plan fire descriptions can mean insufficient personnel is on the prescribed fire and that can lead to an escape fire.

### Post Ignitions

Mop-up – The Burn Boss will determine the amount and extent of mop-up procedures. At the minimum, all material within 70 feet of the fire line will be extinguished or moved interior beyond 70 feet. Any standing trees that are burning or smoldering shall be felled to the ground and the burning section extinguished. Large logs or stumps may be left burning or smoldering as long as they are lying on the ground in an area where other fuels have been completely consumed or are beyond 70 feet of the fire line.

Perimeter Check – The Burn Boss will check the perimeter of the fire following mop-up operations. If any hazards still exist the Burn Boss will direct Crewmembers to mitigate those hazards. Before any Crewmembers can be released from the fire the Burn Boss will announce the fire perimeter is secure and will continue to be safely contained within the perimeter of the unit.

Post Burn Briefing – May also be known as After Action Review (AAR). This is the final step before Crewmembers are released. The intent of this meeting is to build a common crew consensus of activities that took place during burn operations. A discussion will take place that creates an open atmosphere that also promotes learning to enhance everyone's experience.

Post Burn Reporting – After every prescribed fire the Burn Boss will fill out a post burn report on each unit that received fire. The post burn report will be kept in the file for that burn unit and reviewed periodically to identify changes that may need to be made in the Burn Plan.

### Professional Development

Training – Within 2 years of the approval of this policy or within 1 year of being hired, all personal working on prescribed fires will successfully complete the Midwest Ecological Prescription Burn Crew Member Training. Subject to the Burn Bosses decision and prior to passing the above requirements a person may continue to work on prescribed fires until the requirements have been met. The Burn Boss will make appropriate assignments to personal hired after the approval date of this policy and has not yet passed the requirement classes. Additional training may be necessary for certain positions and will be described within the position description.

- Individuals who have passed Midwest Ecological Prescription Burn Crew Member Training or the National Wildfire Coordinating Group's Incident Command System I-100, Fire Fighter Training S-130, and Wildland Fire Basics S-190 course work prior to the approval of this policy will be considered in compliance with this section of the policy.
- It will also be the policy of the district to provide additional training beyond the minimum requirements to build upon and enhance the skills of the individuals working on prescribed fires.

### Volunteers

It is the policy to use volunteers in the implementation of prescribed fire under the following conditions.

- All volunteers are 18 years of age or older and have signed a volunteer form
- The Burn Boss will assess each volunteer based on physical capabilities, experience, level of training, and leadership qualities. Based on this assessment by the Burn Boss an appropriate Crewmember position will be assigned. The district will not be responsible for sending volunteers to training classes.

# ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT SERVICE ANIMAL POLICY

## I. Introduction

The Rock Island County Forest Preserve District, through these policies, intends to address compliance with the Americans with Disabilities Act (the "ADA") and Section 504 of the Rehabilitation Act ("Section 504"). The following procedures implement this policy with regard to the use of service animals by persons with disabilities who are registered participants in District programs or authorized users of the District's parks and facilities, by District employees with disabilities, and by visitors with disabilities in the District's parks and facilities.

The purpose of these procedures is to ensure that participants and authorized users, employees, and visitors with disabilities who have service animals can participate in and benefit from the District's services, programs, and activities, and to ensure that the District does not discriminate on the basis of disability as identified in Titles I and II of the ADA.

## II. Primary Rock Island County Forest Preserve District Contacts

- A. **Participants and authorized users** may have a service animal accompany them in parks and facilities where they are authorized users as a reasonable modification. Persons with disabilities are invited to contact the Rock Island County Forest Preserve District ADA Coordinator at 309-558-3594.
- B. **Employees** may have a service animal as a workplace accommodation. Please contact the District ADA Coordinator and/or the Rock Island County Human Resources Office for information regarding this process.
- C. **Visitors** may be accompanied by a service animal when observing programs and activities, or enjoying the District's parks and facilities, as a reasonable modification. Persons with disabilities are invited to contact the Rock Island County Forest Preserve District ADA Coordinator at 309-558-3594 for any questions about this policy.

## III. Definitions

- A. **Service Animal:** A *dog* or a *miniature horse* that has been individually trained to perform tasks for the benefit of a person with a disability. Exceptions may be made by the District on a case-by-case basis in accordance with the law. Tasks may include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to sounds, pulling a wheelchair, or retrieving dropped items. Dogs or miniature horses that are not trained to perform tasks that mitigate the effects of a disability, including dogs or miniature horses that are used purely for emotional support, are not considered service animals and are not allowed at District parks and facilities premises, unless otherwise specifically permitted, such as at the dog park or equestrian facility.
- B. **Partner/Handler:** A person with a disability who uses a service animal as a reasonable modification, or a trainer.

- C. **Team:** A partner/handler and a service animal. The two work as a cohesive team in accomplishing the tasks of daily living.
- D. **Trainee:** A dog or a miniature horse being trained to become a service animal has the same rights as a fully trained service animal when accompanied by a partner/handler and identified as such.

#### **IV. General Rule Regarding Service Animals**

As a general rule, Rock Island County Forest Preserve District will modify policies, practices, and procedures to permit the use of a service animal by an individual with a disability.

#### **V. Restrictions/Areas of Safety**

Rock Island County Forest Preserve District may impose some restrictions on service animals for safety reasons. Restrictions are considered individually to determine if the animal poses a danger to others at District sites, or could be in danger itself, and to determine if other reasonable modifications can be provided to assure that the individual enjoys access to the park, facility, or program. Questions about restrictions on service animals should be directed to the contacts listed in Section II.

#### **VI. Responsibilities of Individuals Using Service Animals**

An individual with a service animal is responsible for the following:

- A. Responding truthfully to the limited and appropriate inquiries that may be made by employees regarding the service animal.
- B. Ensuring that the animal meets any local licensing requirements, including current maintenance of required immunizations for that type of animal.
- C. Service animal dogs are required to wear a current dog license tag at all times.
- D. Partners/handlers must ensure that the animal is in a harness or on a leash or tether at all times. Exceptions may be considered individually through site managers or directors.
- E. Partners/handlers must ensure that the animal is under control and behaves properly at all times. The supervision of the animal is solely the responsibility of its partner/handler. If the animal's behavior becomes a hygiene problem, or the animal acts in a threatening manner, District staff may require the partner/handler to remove the service animal from the site.
- F. Partners/handlers must ensure that all local ordinances or other laws regarding cleaning up after the animal defecates are strictly adhered to. Individuals with disabilities who physically cannot clean up after their own animals are not required to pick up and dispose of feces; however, these individuals should use marked service animal toileting areas where provided.
- G. Partners/handlers must keep the service animal in good health. If the service animal becomes ill, the partner/handler must remove it from the area. If such action does not occur, District staff may require it to leave.
- H. The Rock Island County Forest Preserve District may exclude a service animal from all parts of its property if a partner/handler fails to comply with these restrictions, and in failing to do

so, fundamentally alters the nature of programs, services, or activity offered by the Rock Island County Forest Preserve District.

- I. The Rock Island County Forest Preserve District may exclude a service animal from all parts of its property if a partner/handler fails to control the behavior of a service animal and it poses a threat to the health or safety of others.

## **VII. Requirements for Faculty, Staff and Students**

Members of the Rock Island County Forest Preserve District staff, participants and authorized users, and visitors in District sites, are responsible for the following:

- A. Allow service animals to accompany the partner/handler at all times and anywhere at a site except where animals are specifically prohibited, such as at a zoo.
- B. Refrain from distracting a service animal in any way. Do not pet, feed, or interact with the animal without the partner/handler's invitation to do so.
- C. Shall not separate a partner/handler from a service animal.
- D. Rock Island County Forest Preserve District may take disciplinary action against any individual who fails to abide by these guidelines.

## **VIII. Temporary Exclusion of Service Animals**

A participant or authorized user, employee, or visitor may report a concern regarding a service animal to Rock Island County Forest Preserve District staff.

### **A. Temporary Exclusion of a Service Animal Used by a Participant or Visitor:**

1. In response to an immediate concern, District staff may determine that a service animal must be temporarily removed from parks, sites, or facilities. The employee authorized to make such decisions at that site, park, or facility shall notify the participant or visitor of this decision and that the incident will be reported immediately to the District ADA Coordinator and Rock Island County Human Resources Office.
2. The ADA Coordinator (or designee) will investigate all reported concerns and incidents where service animals have been temporarily removed from sites, parks, and facilities. The ADA Coordinator (or designee) will consult with appropriate personnel and determine whether or not the animal should be excluded from sites, parks, and facilities for an extended period of time, or permanently. The ADA Coordinator (or designee) will notify the participant, authorized user, or visitor of his or her decision.
3. If it is appropriate for the service animal to be excluded from sites, parks, or facilities permanently, the ADA Coordinator (or designee) will work with other District staff to ensure the participant, authorized user, or visitor receives appropriate reasonable modifications in place of the use of a service animal.
4. A participant, authorized user, or visitor who does not agree with the decision regarding removal from the premises may file an accessibility complaint. The District's corporate office is located at Forest Preserve Office, 1504 3<sup>rd</sup> Ave, Rock Island, IL 61201.

### **B. Temporary Exclusion of an Employee's Service Animal:**

1. In response to an immediate concern, a District site supt., site manager or site director may determine that a service animal must be temporarily removed from sites, parks, or facilities. The site supt./manager/director shall notify the employee of this decision and that the incident will be reported immediately to the District ADA Coordinator and Rock Island County Human Resources Office.
2. The District ADA Coordinator will investigate all reported concerns and cases where service animals have been temporarily removed from sites, parks, and facilities. The District ADA Coordinator will consult with appropriate District staff and determine whether or not the animal should be excluded for an extended period of time or permanently. The District ADA Coordinator shall notify the employee of his or her decision.
3. If it is appropriate for the animal to be excluded from sites, parks, and facilities permanently, the District ADA Coordinator will ensure the employee receives appropriate accommodations in place of the use of a service animal.
4. An employee who does not agree with the resolution may file an appeal or formal complaint with the President of the Rock Island County Forest Preserve Commission.

## **IX. Conflicting Disabilities**

Individuals with medical issues (such as respiratory diseases) who are affected by animals should contact their immediate supervisor and/or the Rock Island County Human Resources Office if they have a concern about exposure to a service animal. The individual will be asked to provide medical documentation that identifies a disability and the need for an accommodation to the Rock Island County Human Resources Office. The appropriate District staff will facilitate a process to resolve the conflict that considers the needs and conditions of all persons involved.

## **X. Clarifying an Animal's Status**

It may not be easy to discern whether or not an animal is a service animal by observing the animal's harness, cape, or backpack, or the partner/handler's disability. However, in other cases, an animal may only have a leash, and in still other situations, the partner/handler's disability is not apparent. Therefore, it may be appropriate for designated District staff such as facility managers, site directors, area staff, or administrative staff to ask (1) **whether the animal is required because of a disability**, and (2) **what work or task the animal has been trained to perform**.

## **XI. Emergency Situations**

Emergency Responders (ERs) are trained to recognize service animals and to be aware that animals may try to communicate the need for help. Also, an animal may become disoriented from the smell of smoke in a fire or facility emergency, or from sirens, wind noise, or shaking and moving ground. A partner/handler, service animal, and team may be confused in any stressful situation. ERs will remember that animals may be trying to be protective and, in its confusion, should not be considered harmful. ERs should make every effort to keep a service animal with its partner/handler; however, the ER's first effort should be toward the partner/handler, which may result in the animal being left behind in some emergency evacuation situations.

## **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT OTHER POWER DRIVEN MOBILITY DEVICE POLICY**

Pursuant to ADA title II regulation published September 14, 2010 agencies are to adopt policies about the use of Other Power Driven Mobility Devices and promote that policy to the general public. Every day, more people with limited physical mobility start to use a Segway or similar machines. Pursuant to the new ADA title II regulation published September 14, 2010, this policy was to have been in place by March 15, 2011. These assistive devices provide great benefits to people with disabilities. This policy, at a minimum, addresses times of allowed use (dawn to dusk), speed limits, off-limits areas, status of the user as a person with a disability, and minimum age. It is important to note that a power driven mobility device is not a wheelchair. That device has a separate definition and is already allowed in facilities and parks. The components of this policy are noted below.

**Definition:** Other power-driven mobility device (OPDMD) means any mobility device powered by batteries, fuel, or other engines—whether or not designed primarily for use by individuals with mobility disabilities—that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices (EPAMDs), such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this policy.

**Definition:** An electronic personal assistive mobility device (EPAMD) is a device used by a person with a mobility impairment for ambulation. This definition does not include gasoline powered devices, golf cars, or riding lawn mowers.

**Permission:** The Rock Island County Forest Preserve District authorizes persons with mobility impairments to use OPDMDs and EPAMDs in District facilities and sites subject to the following restrictions:

1. The operator of the device must be a person with a mobility impairment, and upon request by District officials, shall produce proof of such within 72 hours;
2. The device, if used in a facility or in a park, is allowed in any area of the facility or park in which the general public is allowed, with the exception of employee only spaces, stairways, and identified hazardous areas;
3. The device, if used in a facility, must be controlled by the operator. It:
  - A. may not exceed 4 mph;
  - B. shall be driven on the right side of the circulation route;
  - C. is prohibited from carrying another person on the frame, or any object on the frame that may make the device less stable; and
  - D. must not be operated in a dangerous or reckless manner that jeopardizes the safety of the operator, District employees, or District participants.
4. The device, if used in a park or outside, must be controlled by the operator. It:
  - A. may not be operated between dusk and dawn unless equipped with headlights that are visible at 300'
  - B. may not exceed 5 mph;
  - C. shall not be driven into wet or ecologically sensitive areas which are posted as such;
  - D. shall be driven on the right side of the circulation route;
  - E. is prohibited from carrying another person on the frame, or any object on the frame that may make the device less stable;

F. must not be operated in a dangerous or reckless manner that jeopardizes operator safety, District employees, or District participants.

5. The District accepts no responsibility for storage of the device.
6. The District accepts no liability for damage to the device, or injury to the operator, whether caused by the operator, another visitor to a District facility or site, or any other circumstance.
7. The District accepts no liability for damage caused by the operator of the device, or injury to others caused by the operator of the device.
8. The District reserves the right to suspend the use of facilities or sites by the operator if doing so is in the best interests of the District and its participants.
9. The District reserves the right to change, modify, or amend this policy at any time, as it would any other policy.

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
SOCCER GOAL POLICY  
APPROVED JUNE 2017**

1. Pursuant to the Moveable Soccer Goal Safety Act aka Zach's Law (430 ILCS 145/1 et seq.) the Rock Island County Forest Preserve District (District) will not install or otherwise place onto District property any soccer goals that are not secured with locks to an underground base.
2. The District shall routinely check all portable soccer goals that it has installed or placed on District property to verify that they are properly anchored:
  - Weekly during the youth soccer playing season;
  - Monthly during the off season (winter);
  - Written record of the safety check shall be completed.
3. No person other than an authorized employee of the District shall be permitted to move any soccer goal the District owned or otherwise installed or placed on its property. This rule shall be posted on all such soccer goals.
4. The District will provide in any permit agreement into which it enters with Upper Rock Island County Recreation Association (URICRA) or any other organization for the use of District property for soccer games, scrimmages and/or practices that (i) the permittee, organization, employees and volunteers may not install, place or use soccer goals that are not anchored to the ground in the manner provided in paragraph (1) above; and (ii) the permittee, organization, its employees and volunteers may not move any soccer goal that the District has installed or otherwise placed on its property; (iii) the permittee, organization, its employees and volunteers may not move any soccer goal that it/they have installed or placed on District property unless it is in accordance with those methods set forth in paragraph (5) below. Any violation of these requirements will be cause for immediate termination of the permit agreement, and may be a basis for denial in the future.
5. At the conclusion of each youth soccer season (Spring & Fall), the District will remove all soccer goals that it has installed or otherwise placed on its property and store such goals at a secure location or will otherwise secure such goals on its property in accordance with the following:
  1. Place the goal frames fact to face and secure them at each goalpost with a lock and chain, or
  2. Lock and chain to a suitable fixed structure such as a permanent fence, or
  3. Lock unused portable goals in a secure storage room after each use, or
  4. Fully disassemble the goals for season storage.
6. The District will not purchase any portable soccer goal for use on its property unless the goal is equipped with a counter-balance or stabilizer bar to limit the ability of the goal to be tipped over, or such other design-feature approved by the U.S. Consumer Product Safety Commission.
7. The only exception to the above policies are light weight, fold-up or pop-up collapsible portable soccer goals which are typically sold and used for youth soccer practice or training sessions.
8. The site superintendent or ranger shall be designated as having the responsibility to monitor and carry out the soccer goal policy at the facility in which they supervise.

## **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT PUBLIC INCIDENT PROTOCOL & PROCEDURES**

In an effort to more closely follow and more accurately evaluate incidents that occur on District property with the general public, the District hereby implements the following protocol and procedures in response to on or off-site incident(s);

1. An Incident Report form should be filled out completely for each accident or incident that involves the general public and forwarded immediately to the employees Department Head, Forest Preserve Office (District Director), and Human Resources Office.
2. In the case of any on-the-job accident that involves the general public and employee which requires or may require more than minimal first aid treatment, a supervisor should follow the Worker's Compensation Protocols & Procedures in addition to the Incident Report form.
3. The supervisor should determine whether the general public involved in the accident/incident occurred and who, if anyone, was a witness to the event.
4. A list of witnesses should be made immediately. The supervisor should get full names, addresses and phone numbers along with a written statement.
5. If statements are given, they should be put in writing and signed by the witness as soon as possible.
6. All departments should have a camera available to it supervisors, preferably digital to take pictures of the accident/incident area.
7. The area and any objects involved in the accident/incident should be photographed as soon as is practicable. Documentation should be made of date, time and location depicted in the photos.
8. When possible, and appropriate, pictures of any injury and the injured clothing should be taken.
9. Special attention should be given to conditions in the area that may have contributed to the accident/incident.
10. If anyone has removed objects from the area, cleaned the area, or otherwise altered the scene, a statement should be obtained from the person or witness as soon as possible.
11. If machinery or other equipment may have contributed to the accident/incident, the supervisor should document the condition of the machinery immediately.
12. As soon as reasonably possible, contact the Forest Preserve Director if the authorities had to be called.
13. Finally, supervisors should evaluate the situation to determine how similar accidents/incidents can be avoided in the future.

All full-time, part-time and temporary employees are to be notified of this policy.



# INCIDENT REPORT

This form is to be used by RICFPD employees to document incidents that occur on RICFPD property. The form should be filled out by a RICFPD employee, not the public. Please answer each question to the best of your ability immediately after each incident.

INCIDENT DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ INCIDENT TIME: \_\_\_\_ AM / PM

INCIDENT LOCATION (BE SPECIFIC): \_\_\_\_\_

HOW OR WHY DID INCIDENT OCCUR (BE SPECIFIC): \_\_\_\_\_

(USE ADDITIONAL SHEET OF PAPER IF NECESSARY)

WITNESSES TO THE INCIDENT:

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

INJURED PARTY NAME: \_\_\_\_\_

AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

IF MINOR, PARENT OR GUARDIAN NAME: \_\_\_\_\_

VISIBLE INJURES (BODY PART): \_\_\_\_\_

THE INJURED PARTY IS? EMPLOYEE VOLUNTEER VISITOR OTHER \_\_\_\_\_

WAS FIRST AID ADMINISTERED? YES OR NO

IF YES, WHAT WAS DONE AND BY WHOM: \_\_\_\_\_

\_\_\_\_\_ WAS AN

AMBULANCE OR PROFESSIONAL RESCUER CALLED TO THE SCENE? YES OR NO

IF YES, DID THE INJURED PARTY REFUSE TREATMENT? YES OR NO

WERE THE LOCAL AUTHORITIES CALLED TO THE SCENE? YES OR NO

THIS FORM WAS COMPLETED BY: NAME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE: UPON COMPLETION IMMEDIATELY FAX OR EMAIL A COPY OF THIS FORM TO THE FOREST PRESERVE OFFICE AND THE ROCK ISLAND COUNTY HUMAN RESOURCE DEPT. KEEP A COPY FOR YOUR FILES OR IN A SECURE LOCATION AT YOUR DEPARTMENT/DIVISION AND SEND THE ORIGINAL TO THE ROCK ISLAND COUNTY HUMAN RESOURCE DEPARTMENT.

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
ABUSED & NEGLECTED CHILD REPORTING ACT POLICY  
APPROVED MAY 2018**

**1. INTRODUCTION**

It is the policy of the Rock Island County Forest Preserve District "District" to make every reasonable effort and precaution to fully comply with the State of Illinois Abused and Neglected Child Reporting Act "Act" codified in 325 ILCS 5/1 *et seq.* Under the Act, "recreational program or facility personnel" are mandated reporters. As such, the District will make every reasonable effort and precaution to prevent, detect and handle cases of suspected child abuse and neglect for children who come in direct contact with District programs, areas and facilities and will ensure that any such cases get reported to the Illinois Department of Children and Family Services "DCFS" in accordance with the Act. Employees of the District shall sign an Acknowledgement Form (see ATTACHMENT A) stating that they are familiar with their responsibilities as mandated reporters under the Act.

**2. DEFINITIONS FROM THE ACT**

"Abused child" means a child whose parent or immediate family member or any person responsible for the child's welfare or any individual residing in the same home as the child or a paramour of the child's parent:

- A. Inflicts, causes to be inflicted or allows to be inflicted upon such child physical injury by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health or loss or impairment of any bodily function;
- B. Creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- C. Commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 2012 or in the Wrongs to Children Act, and extending those definitions of sex offenses to include children under 18 years of age;
- D. Commits or allows to be committed an act or acts of torture upon such child;
- E. Inflicts excessive corporal punishment or, in the case of a person working for an agency who is prohibited from using corporal punishment, inflicts corporal punishment upon a child or adult resident with whom the person is working in his or her professional capacity;
- F. Commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the Criminal Code of 2012 against the child;
- G. Causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance as defined in Section 102 of the Illinois Controlled Substances Act in violation of Article IV of the Illinois Controlled Substance Act or in violation of the Methamphetamine Control and Community Protection Act, except for controlled substances that are prescribed in accordance with Article III of the Illinois Controlled Substances Act and are dispensed to such child in a manner that substantially complies with the prescription;
- H. Commits or allows to be committed the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons as defined in Section 10-9 of the Criminal Code of 2012 against the child.

A child shall not be considered abused for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act (325 ILCS 2/1 *et seq.*).

"Neglected Child" means any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care not provided solely on the basis of the present or

anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise is not receiving the proper or necessary support or medical or other remedial care recognized under State law as necessary for a child's well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is subjected to an environment which is injurious insofar as (i) the child's environment creates a likelihood of harm to the child's health, physical well-being, or welfare and (ii) the likely harm to the child is the result of a blatant disregard of parent, caretaker, or agency responsibilities; or who is abandoned by his or her parents or other person responsible for the child's welfare without a proper plan of care; or who has been provided with interim crisis intervention services under Section 3-5 of the Juvenile Court Act of 1987 and whose parent, guardian, or custodian can be made, and the parent, guardian, or custodian has not made any other appropriate living arrangement for the child; or who is a newborn infant whose blood, urine, or meconium contains any amount of a controlled substance as defined in subsection (f) of Section 102 of the Illinois Controlled Substances Act or a metabolite thereof, with the exception of a controlled substance or metabolite thereof whose presence in a newborn infant. A child shall not be considered neglected for the sole reason that such child's parent or other person responsible for his or her welfare has left the child in the care of an adult relative for any period of time. A child shall not be considered neglected for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act. A child shall not be considered neglected or abused for the sole reason that such child's parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of this Act. A child shall not be considered neglected or abused sole because the child is not attending school in accordance with the requirements of Article 26 of the The School Code, as amended (105 ILCS 5/25-1 *et seq.*).

"Person responsible for the child's welfare" means the child's parent; guardian; foster parent; relative caregiver; any person responsible for the child's welfare in a public or private residential agency or institution; any person responsible for the child's welfare within a public or private profit or not for profit child care facility; or any other person responsible for the child's welfare at the time of the alleged abuse or neglect, including any person that is the custodian of a child under 18 years of age who commits or allows to be committed, against the child, the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons for forced labor or services, as provided in Section 10-9 of the Criminal Code of 2012, or any person who came to know the child through an official capacity or position of trust, including but not limited to health care professionals, educational personnel, recreational supervisors, members of the clergy, and volunteers or support personnel in any setting where child may be subject to abuse or neglect.

### **3. HANDLING ALLEGATIONS OF ABUSE**

A. If a child advises District staff that someone has molested or otherwise abused them, staff should be prepared to help the child. It is suggested that District staff be counseled and trained to follow the guidelines below:

1. Remain calm and reassuring. If you panic, become angry or overreact to the information disclosed, so will the child. The child needs to feel that the person to whom he is speaking is in control of the situation and will reassure him that everything will be okay.

2. Don't criticize the child, question the child's story or imply that the child may have misunderstood what happened. Accept the information openly without indicating value judgement.

3. Encourage the child to speak with the site Director (i.e. Zoo Director) and Program/Event Manager (i.e. Curator of Conservation & Education) about what happened. Tell him no one should ask to keep a secret about what happened and that it is okay to talk to the administrative personnel about it. Make sure the child feels that he is not to blame for what happened. Try to avoid repeated interviews about the incident and other dealings with the child that may be stressful for the child.

4. Respect the child's privacy. Take the child to a location where you cannot be overheard by other children but within view of another adult. It is important that you discuss the matter only with the site Director and Program/Event Manager, or with the appropriate Department of Child and Family Services and designated law enforcement personnel. It must not become the topic of conversation among other staff members either on or off District premises. The child and his family or other persons involved should not pay the price of your indiscretion. If you disclose the information to such other persons, you are violating the child's right to privacy and the privacy rights of other persons involved, and may be subject to legal liability.

B. The site Director and appropriate Program/Event Manager should be the contact persons for reporting suspected child abuse. In his/her absences the District Director should be notified. The site Director and Program/Event Managers should become thoroughly familiar with the reporting requirements under the Act as summarized in the following paragraphs. If the report is made directly to the Department of Child and Family Services, the site Director and District Director shall be notified within 24 hours of contacting the Department of Child and Family Services.

C. The Site Director and Program/Event Manager reporting the suspected abuse should immediately notify DCFS as required under the Act by telephone to the DCFS "central register" or in person or by telephone through the nearest DCFS office at 1-800-25ABUSE (1-800-252-2873), TTY 1-800-358-5117. Reports are immediately transmitted to the appropriate DCFS Child Protective Service Unit "CPS", which will in turn begin to investigate the matter.

D. The report should include, if known, the name and address of child and his parents or other person having his custody; the child's age; the nature of the child's condition, including any evidence of previous injuries or disabilities; and any other information that the reporting staff person believes might be helpful in establishing the cause of such abuse or neglect and the identity of the person believed to have caused such abuse or neglect.

E. The oral report should be confirmed by the reporting staff person in writing to the assigned "CPS" within 48 hours of the initial report.

F. The Site Director will notify the District Director of all reported cases to DCFS and keep the District Director informed of any further development.

G. The District Director will notify the President of the Board of Commissioners of all reports of child abuse or neglect which are suspected and reported to the Department of Child and Family Services.

#### **4. TRAINING, SUPERVISION AND REPORTING PROCEDURES**

A. A Prior Conviction and Reference check will be completed by the District and is inclusive with the policies set forth by the Board of Commissioners. All prospective staff will be interviewed in person prior to the decision to accept them as an employee for the District.

B. An Acknowledgement Form must be signed by all employees regardless of their status and the Acknowledgement Form shall be retained on file by the District, indicating that they have knowledge and understanding of the Abused and Neglected Child Reporting Act requirements.

C. All employees shall receive in-service training by supervisory staff. This orientation will include audio/visual, verbal and written materials on District policies and procedures regarding child abuse and neglect. Specific training guidelines will also include:

1. Annual training programs provided with support from agencies as needed such as the Rock Island County Health Department and the Illinois Department of Children and Family Services to explain what are abuse and neglect indicators and reporting procedures.
2. Appropriate discipline and rewarding practices.
3. Using expressions of normal affection through physical contact.
4. Requiring that one adult and one child situations should be avoided.
5. Respect and protecting the privacy of children as well as their own.
6. Avoiding sexually suggestive discussions in front of children.
7. Wearing a means of staff identification at all times.
8. Being alert to the physical and emotional state of children in their care.

D. Site Directors will make periodic, unannounced visits to program sites to observe staff interaction with children and the behavior of the individual children.

E. Attendance/illness records of children participating in programs will be periodically reviewed by staff for instances of unusual absenteeism or reluctance of children to participate in programs.

F. All reports of child neglect or abuse will be channeled through the site Director or District Director in his/her absence. In the event that the site Director or District Director is not available, a report will be made directly to the Department of Child and Family Services. Details of the report shall not be discussed with other staff or participants.

G. The site Director will notify the District Director who shall notify the President of the Board of Commissioners of all reports of child abuse/neglect, which are suspected and reported to the Department of Children and Family Services.

H. If a mandated reporter willfully fails to report suspected child abuse or neglect as required by the Act, he/she is guilty of a Class A Misdemeanor. A Class A Misdemeanor is punishable by a term of imprisonment for not more than one (1) year, or by a fine not to exceed \$1,000, or by both such term and fine.

I. Any person who "knowingly transmits a false report" to DCFS commits the offense of disorderly conduct under subsection (a)(7) of Section 26-1 of the Criminal Code of 2012. A first violation is a Class A Misdemeanor, punishable by a term of imprisonment for up to one year, or by a fine not to exceed \$1,000, or by both such term and fine. A second or subsequent violation is a Class 4 Felony.

**ATTACHMENT A**  
**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT**  
**ILLINOIS ABUSED AND NEGLECTED CHILD ACT**  
**ACKNOWLEDGEMENT FORM**

As a recreational supervisor or instructor of children in your program area, you are required by the Illinois Abused and Neglected Child Reporting Act, to report whenever you have reasonable cause to believe a child has been abused or neglected. Legal definitions of this Act are attached.

Reports made in good faith are immune from liability – civil, criminal, or otherwise. Any person who willingly transmits a false report, however, commits the offense of disorderly conduct. Willfully failing to report suspected child abuse or neglect commits the offense of a Class A misdemeanor.

All reports should be channeled through the site Director or District Director in his/her absence and should not be discussed with other staff members or participants. In the event that neither is available, the State of Illinois Division of Child and Family Services should be notified directly at 1-800/252-2873.

I hereby acknowledge that I have knowledge and understanding of the reporting requirements of the Illinois Abused and Neglected Child Act. (Please read the attached form before signing.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STATE OF ILLINOIS**  
**(325 ILCS 5/) ABUSED AND NEGLECTED CHILD REPORTING ACT**

“Abused child” means a child whose parent or immediate family member or any person responsible for the child’s welfare or any individual residing in the same home as the child or a paramour of the child’s parent:

- A. Inflicts, causes to be inflicted or allows to be inflicted upon such child physical injury by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health or loss or impairment of any bodily function;
- B. Creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- C. Commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 2012 or in the Wrongs to Children Act, and extending those definitions of sex offenses to include children under 18 years of age;
- D. Commits or allows to be committed an act or acts of torture upon such child;
- E. Inflicts excessive corporal punishment or, in the case of a person working for an agency who is prohibited from using corporal punishment, inflicts corporal punishment upon a child or adult resident with whom the person is working in his or her professional capacity;
- F. Commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the Criminal Code of 2012 against the child;
- G. Causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance as defined in Section 102 of the Illinois Controlled Substances Act in violation of Article IV of the Illinois Controlled Substance Act or in violation of the Methamphetamine Control and Community Protection Act, except for controlled substances that are prescribed in accordance with Article III of the Illinois Controlled Substances Act and are dispensed to such child in a manner that substantially complies with the prescription;
- H. Commits or allows to be committed the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons as defined in Section 10-9 of the Criminal Code of 2012 against the child.

A child shall not be considered abused for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act (325 ILCS 2/1 *et seq.*).

“Neglected Child” means any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise is not receiving the proper or necessary support or medical or other remedial care recognized under State law as necessary for a child’s well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is subjected to an environment which is injurious insofar as (i) the child’s environment creates a likelihood of harm to the child’s health, physical well-being, or welfare and (ii) the likely harm to the child is the result of a blatant disregard of parent, caretaker, or agency responsibilities; or who is abandoned by his or her parents or other person responsible for the child’s welfare without a proper plan of care; or who has been provided with interim crisis intervention services under Section 3-5 of the Juvenile Court Act of 1987 and whose parent, guardian, or custodian can be made, and the parent, guardian, or custodian has not made any other appropriate living arrangement for the child; or who is a newborn infant whose blood, urine, or meconium contains any amount of a controlled substance as defined in subsection (f) of Section 102 of the Illinois Controlled Substances Act or a metabolite thereof, with the exception of a

controlled substance or metabolite thereof whose presence in a newborn infant. A child shall not be considered neglected for the sole reason that such child's parent or other person responsible for his or her welfare has left the child in the care of an adult relative for any period of time. A child shall not be considered neglected for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act. A child shall not be considered neglected or abused for the sole reason that such child's parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of this Act. A child shall not be considered neglected or abused sole because the child is not attending school in accordance with the requirements of Article 26 of the The School Code, as amended (105 ILCS 5/25-1 *et seq.*).

"Person responsible for the child's welfare" means the child's parent; guardian; foster parent; relative caregiver; any person responsible for the child's welfare in a public or private residential agency or institution; any person responsible for the child's welfare within a public or private profit or not for profit child care facility; or any other person responsible for the child's welfare at the time of the alleged abuse or neglect, including any person that is the custodian of a child under 18 years of age who commits or allows to be committed, against the child, the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons for forced labor or services, as provided in Section 10-9 of the Criminal Code of 2012, or any person who came to know the child through an official capacity or position of trust, including but not limited to health care professionals, educational personnel, recreational supervisors, members of the clergy, and volunteers or support personnel in any setting where child may be subject to abuse or neglect.

Any recreational program or facility personnel having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Child and Family Services. Whenever such person is required to report under the Act in his capacity as a member of the staff shall make the report immediately to the Department of Child and Family Services in accordance with the provisions of the Act and may also notify the person in charge of the facility, or agency, or his designated agent that such report has been made. Under no circumstances shall any person exercise any control, restraint, modification or other change in the report or forwarding of such report to the Department of Child and Family Services. The privileged quality of communication between any professional person required to report and his client shall not apply to situations involving abused or neglected children, and shall not constitute grounds for failure to report as required by this Act. In addition to the above persons required to report suspected cases of abused or neglected children, any other person may make a report if such person has reasonable cause to believe a child may be an abused or neglected child. Any person who enters employment on or after July 1, 1986 and is mandated by virtue of that employment to report under this Act, shall sign a statement on a form prescribed by the Department Child & Family Services, to the effect that the employee has knowledge and understanding of the reporting requirements of this Act. The statement shall be signed prior to commencement of the employment. The signed statement shall be retained by the employer.

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
FUEL STORAGE CONTAINER INSPECTION SHEET**

**Date tank/tanks inspected:** \_\_\_\_\_

**Name of Staff Member Inspecting Tanks:** \_\_\_\_\_

**List any obvious discrepancies at or near fueling station here:**

---

---

---

**Storage Tank Inspections:**

**Are hoses cracked or leaking?**      Yes\_\_\_\_\_      No\_\_\_\_\_

**If "Yes" provide a detailed description:**

---

---

---

**Are the fill and interstitial site gauges intact and not broken?**    Yes\_\_\_\_\_      No\_\_\_\_\_

**If "Yes" provide description:**

---

---

**Are fittings leaking or seeping?**      Yes\_\_\_\_\_      No\_\_\_\_\_

**If "Yes" provide description:**

---

---

**Do tanks show any paint chipping or rust?**      Yes\_\_\_\_\_      No\_\_\_\_\_

**Check tank for interstitial on double wall, is it empty?**    Yes\_\_\_\_\_      No\_\_\_\_\_

**Check the Spill bucket, is it free of debris, fuel, and Locked?**    Yes\_\_\_\_\_      No\_\_\_\_\_

**Are the nozzle locks functioning?**    Yes\_\_\_\_\_      No\_\_\_\_\_

**Emergency Tank Shutoff:**

**Is the extinguisher inspection tag current?**      Yes\_\_\_\_\_      No\_\_\_\_\_

**Are there any obvious signs of damage to emergency shutoff switch?**    Yes\_\_\_\_\_      No\_\_\_\_\_

**Check emergency shutoff breaker to ensure it is in the on position:**    On\_\_\_\_\_      Off\_\_\_\_\_

# **INDIAN BLUFF GOLF COURSE POLICY & PROCEDURE**

## **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT GOLF COURSE RULES & REGULATIONS**

Indian Bluff Golf Course appreciates your cooperation following the rules listed below. We reserve the right to ask individuals and parties to vacate the premises if rules and regulations are not being followed.

1. Peak-season opening time is 6:30 a.m. on weekdays and 6:00 a.m. on weekends. Closing time is dusk/sunset daily.
  - Opening times are adjusted during the Spring and Fall season base on daylight and weather conditions.
  - No players will be allowed on course before the opening time, including players who are walking.
  - During special events (leagues, outings, etc.) the Clubhouse is open until 9:15 p.m.
2. Per District ordinance all guests should exit the facility and grounds before the close of the park at 10:00 p.m., this includes the picnic pavilions and parking lot.
3. Carts must be returned at sunset (times are posted daily in the Clubhouse, at or near the registration desk).
4. All players and guests must sign in before the start of their round.
5. Appropriate golf course attire is required at all times and a shirt must be worn at all times. Shoes must be flat-soled and golf shoes must have soft spikes. Steel or athletic spiked shoes, work boots and cowboy boots are prohibited.
6. A group of five (5) may be allowed on the course with the approval of the Clubhouse registration desk attendant when feasible. When allowed, groups must keep up with the pace of play.
7. Each player must have club bag and a minimum of three (3) clubs, otherwise rental clubs will be required.
8. Players may not start a round on the 10<sup>th</sup> hole without permission from the Clubhouse registration desk attendant.
9. Leagues starting on the 10<sup>th</sup> hole must alternate with players coming from hole #9 to hole #10.
10. All food and beverage consumed on the golf course must be purchased from Indian Bluff Golf Course with the exception of bottled water.
11. Tee times may be booked one (1) week in advance. You must have at least two (2) players to reserve a tee time. Groups of twenty (20) or more paying with one check or credit card, may book further in advance. See Clubhouse Manager for booking availability.
12. Must be 18-years-old to drive a golf cart.
13. No practicing allowed on golf course.
14. No ball hawking allowed on golf course.
15. No swimming or fishing allowed

# **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT INDIAN BLUFF GOLF COURSE GENERAL USAGE POLICIES**

## **CART RENTAL POLICY**

- Customers must be eighteen (18) years of age to rent AND drive a golf cart.
- Customers under eighteen (18) years of age may pay a rental fee to ride with parent or supervisor that is eighteen (18) years of age or older.
- To rent a golf cart the customer must have a valid driver's license or state identification card, passport, or military identification card to rent a cart.
- Indian Bluff Golf Course reserves the right to check photo identifications to verify eligibility.
- Customers must sign the Cart Rental Form (Lease Agreement) with proper name indicated on identification card, phone number and signature.
- All golf cart drivers and riders must adhere to all course and golf cart rental rules, including directional signs on the golf course.
- Only two (2) players or riders are allowed per golf cart. Twosomes or two individual players or riders do not get individual or separate golf carts, group foursomes CANNOT have three (3) golf carts in the group, etc...
- Players or ride-along spectators in golf carts must pay for any damages sustained to the golf cart before it is returned to the clubhouse cart return area. If a player or ride-along spectator should have any mechanical or operational issues with the golf cart they should contact Clubhouse Staff immediately to report the issue.

## **RIDE-ALONG SPECTATOR POLICY**

- During peak play time periods Indian Bluff Golf Course may not be able to allow ride-along spectators due to a limited number of golf carts available for use.
- Ride-along spectators must adhere to all rules of Indian Bluff Golf Course, including all course age requirements.
- Ride-along spectators must pay the appropriate cart fee to ride with the golfer.
- Any person riding in a golf cart with another person must be riding with a golfer who has paid the appropriate course greens fee. Ride-along spectators will not be allowed to have their own golf cart.
- Limit of two (2) walk/ride along spectators per golf group. The number of walk/ride-along spectators can NOT exceed the number of paid golfers in a group.
- Walk/ride-along spectators will NOT be permitted before 11:00 AM on weekends or holidays without special permission from the Clubhouse Staff.
- Parents renting a golf cart to drive around their junior golfer must pay the appropriate greens fees for the junior golfer AND appropriate cart fees greens for the junior golf in addition to the appropriate greens and cart fees for themselves.
- Spectators for high school events can rent golf carts at the discretion of Indian Bluff Golf Course Staff. Golf Carts when rented for high school events will not be rented no earlier than 15 minutes before the start of the event.
- The appropriate greens fees are established by Indian Bluff Golf Course and are required for renting golf carts.
- Ride-along spectators will be held to the same rules as golfers for golf cart rental, including a minimum age of eighteen (18) to drive the cart.

## **GOLF COURSE AGE USAGE POLICY**

- Minimum age to play unsupervised is eleven (11) years of age at Indian Bluff Golf Course. Children may play supervised golf with a parent or other adult at the age of six (6). An older sibling must be eighteen (18) years of age to qualify as an adult supervisor.
- Children must be at least four (4) years of age to walk or ride along with a parent. If riding with a parent, proper cart fees must be paid to ride along. Children walking or riding along may take an occasional shot and/or putt. If in the judgement of Indian Bluff Golf Course staff the child is actually playing golf, the appropriate greens fees must be paid.
- Parent/supervisor of the child walking/riding along is responsible to keep the child under close supervision and control at all times. Groups with children walking/riding must adhere to all proper etiquette and rules, including the pace of play requirements.
- It is strongly recommended that groups with children and/or beginners play at off peak playing times to minimize potential problems. Check with the Clubhouse Staff for help in selecting the best time.

## **ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT INDIAN BLUFF GOLF COURSE ALCOHOL SERVING POLICY**

Indian Bluff Golf Course policies as set by Illinois Liquor Control Commission:

- All alcohol consumed on premises, must be purchased from Indian Bluff Golf Course.
- Alcoholic beverages of any kind can only be served to customers age 21 or older.
- Indian Bluff Golf Course staff are required to check the identification of customers to verify age.
- The only acceptable forms of valid identification for alcohol purchases are:
  - State Issued Driver's License
  - State Issued Identification Card
  - Government issued Military Identification
  - Government issued Passport
- If proper identification is not given when the server/seller asks, the transaction is NOT allowed to take place.
- If server is not 100% positive of the buyer's age being over 21, DO NOT SELL.  
Server's/sellers should ask for identification if the customer looks under the age of 30.
- If server believes the identification to be fake, they are NOT allowed to confiscate the identification, however, the server/seller may ask for another form of identification.
- If the buyer of alcohol is intoxicated the server/seller should not sell packaged or pour any alcohol to the buyer.
- If the buyer is buying alcohol that will make them intoxicated they are not allowed to purchase alcohol.
- If a server decided to not make a sale of alcohol to a customer (cut off), that server must alert all other servers/sellers on the premises who are working/serving.
- If a server has informed you of not making a sale of alcohol to a certain customer, no other employees are allowed to make a sale of alcohol to that customer for the remainder of the day.
- No drinking games of any type will be allowed at Indian Bluff Golf Course.
- Employees working as servers/sellers of alcohol are not allowed to consume alcohol during their scheduled shift.
- Servers/sellers of alcohol are never allowed to be intoxicated on the premises of Indian Bluff Golf Course.
- Only the Clubhouse Manager may designate employee's to be servers/sellers allowed to sell alcohol.

In addition to Illinois State Laws:

- Last alcohol sale of the day will be:
  - 9:15 PM on golf league nights.
  - 30 minutes following the completion of golf cart storage following an afternoon golf outing.
  - If no league play or golf outing is using Indian Bluff Golf Course, the last sale of alcohol will be upon the return of the final golf cart for the night.
- Large groups purchasing alcohol at the pavilion as part of an event, are responsible for the alcohol purchased.
- Spectators for IHSA (Illinois High School Association) events are not allowed to purchase alcohol before, during or after events.

Servers/Sellers must be aware of the following:

- You can be held liable by a court of law if you sell alcohol illegally.
- Examples of illegally selling alcohol include, but are not limited to:
  - Selling to an underage person.
  - Selling to an intoxicated person.
  - Selling after hours.

# **LAKE GEORGE EMERGENCY ACTION PLAN**

**ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
LAKE GEORGE EMERGENCY ACTION PLAN**

**Lake George Dam**

***Loud Thunder Forest Preserve***

**Permit No.: DS2007010**

**State of Illinois, NID No.: IL00136**

**Rock Island County, Illinois**

**Rock Island County Forest Preserve District**

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## Summary of EAP Responsibilities

The Rock Island County Forest Preserve District and Rock Island County have adopted the National Incident Management System (NIMS) and the Incident Management System (ICS) for response to incidents and emergencies. In the event of an incident at the dam, decisions made in real time and the actions that occur may be different than described in this plan. Changes that occur as a result of the use of ICS are considered part of this plan.

### **Dam Operator (Loud Thunder Forest Preserve - Park Ranger)**

- As soon as an emergency event is observed or reported, immediately determine the emergency level (see *Guidance for Determining Emergency Levels*).
  - Level 1: unusual event, slowly developing
  - Level 2: potential dam failure situation, rapidly developing
  - Level 3: dam failure appears imminent or is in progress
- Immediately notify the personnel in the order shown on the notification chart for the appropriate level (see *Notification Charts*).
- Provide updates of the situation to the police/sheriff dispatcher to assist them in making timely and accurate decisions.

### **County Sheriff**

- Serve as the primary contact person responsible for coordination of all emergency actions.
- When a Level 2 situation occurs: Prepare emergency management personnel for possible actions that may be needed if a Level 3 situation occurs.
- When a Level 3 situation occurs:
  - Notify local emergency management services and monitor CH-59 within the identified area.
- Decide when to terminate the emergency.
- Participate in an annual review and update of the EAP.

### **Emergency Management Services (Rock Island County Emergency Manager)**

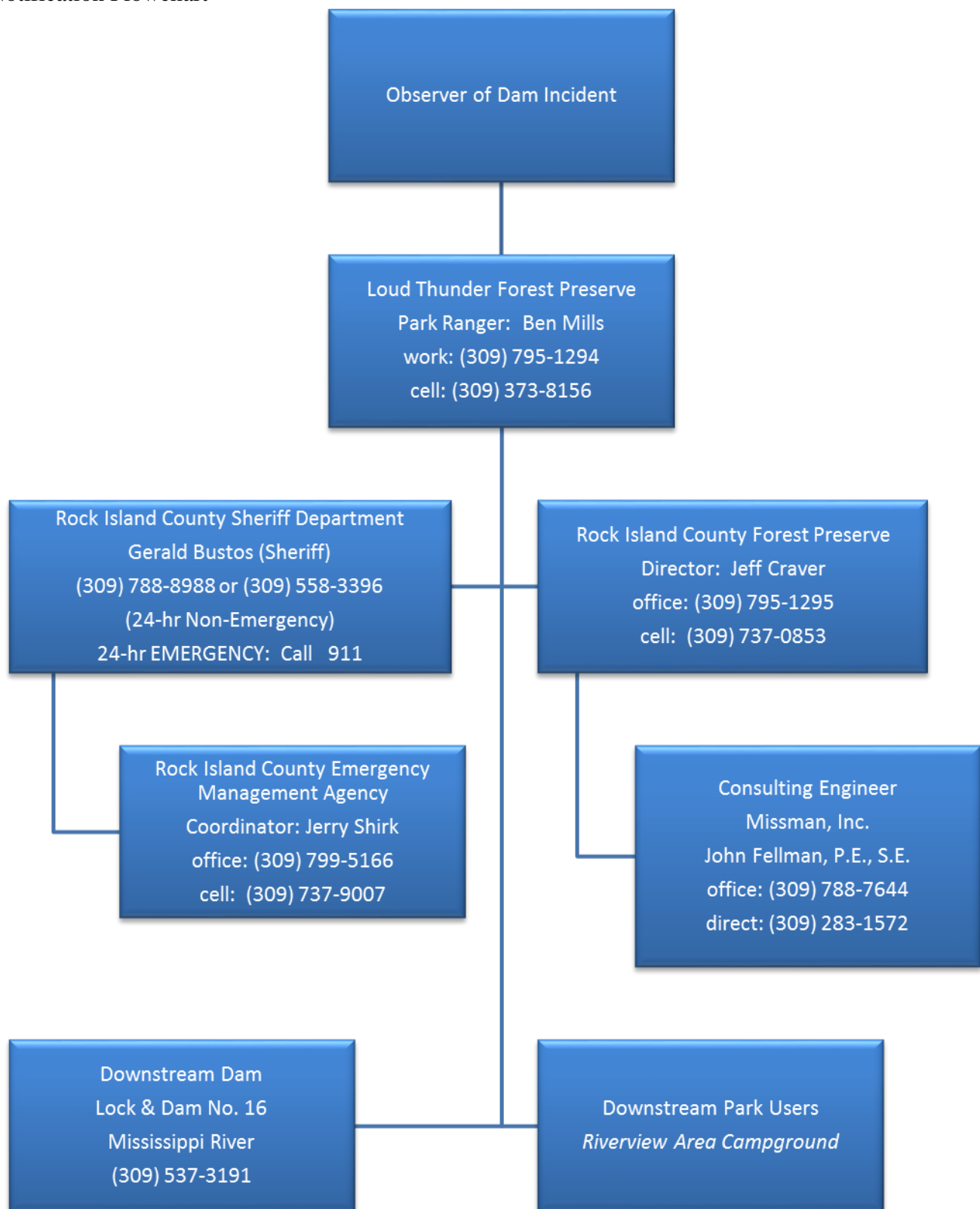
- When a Level 2 situation occurs:
  - Prepare emergency management personnel if a Level 3 situation occurs.
- When a Level 3 situation occurs:
  - Immediately monitor roads within the evacuation area.
- Participate in an annual review and update of the EAP.

### **Dam Owner (Rock Island County Forest Preserve Director)**

Advise the dam operator of the emergency level determination, if time permits.

- Advise the dam operator of remedial actions to take if Level 2 event occurs, if time permits.
- Provide leadership to assure the EAP is reviewed and updated annually and copies of the revised EAP are distributed to all who received copies of the original EAP.

## Notification Flowchart



## EAP Information

---

### Statement of Purpose

This plan defines responsibilities and provides procedures designed to identify unusual and unlikely conditions which may endanger Lake George Dam in time to take mitigating action and to notify the appropriate emergency management authorities of possible, impending, or actual failure of the dam.

### Potential Impacted Area

There are NO homes or businesses directly downstream. The Forest Preserve has a boat dock and the *Riverview Area* campground facilities approximately 1,500 feet downstream of the dam. Navigation on the Mississippi River will be impacted adjacent to the outlet of Big Branch Creek.

### Project Description

The Lake George Dam is an earth embankment structure approximately 78 feet high and 700 feet long and is located west of Andalusia in the northwest part of Rock Island County, Illinois. The dam serves as County Highway 59 and is on Big Branch Creek. The dam also serves to form a recreational reservoir for the Loud Thunder Forest Preserve with camping facilities and a boat dock approximately 1,500 feet downstream of the dam adjacent to the Mississippi River. Lake George reservoir is 167-acres, with depths up to 55 feet. The top of dam elevation is 628.0 and both embankments slope at 3H:1V.

The appurtenant works consist of a 60-foot wide reinforced concrete chute, originally designed to serve as a combination service and emergency spillway. The dam is classified as a CLASS I, HIGH HAZARD POTENTIAL dam failure, loss of life and/or property downstream of the dam would be substantial.

### General Dam Data

- |  |  |
|--|--|
| • National Inventor of Dams No.: <b>IL00136</b>    | • Hazard Classification:<br>CLASS I, HIGH HAZARD |
| • Dam Owner: Rock Island County<br>Forest Preserve |  |
| • Dam Operator: Loud Thunder<br>Forest Preserve    | • Drainage Area: 7.27 mi.                        |
| • Dam Operator Rep.: Ben Mills,<br>Park Ranger     | • River: Big Branch Creek                        |
| • Elevation, Top-of-Dam: Elev. 628.0               | • Type: Earth Embankment                         |
| • Elevation, Top-of-Weir: Elev. 616.0              | • Upstream Slope: 3H:1V                          |
| • Elevation, Top-of-Spillway: Elev.<br>605.0       | • Downstream Slope: 3H:1V                        |
| • Height above streambed: 78 ft.                   | • Legal Description: Sec. 27; T17N; R4W; 4       |
| • Length, Crest: 700 ft.                           | • Longitude: -90.83296                           |
| • Top Width, Crest: 36 ft.                         | • Latitude: 41.43436                             |
|  | • Distance to Nearest Town: 5.1 mi.              |
|  | • Nearest Town: Illinois City                    |

See detailed design data in *Appendix B*.

### Dam Location

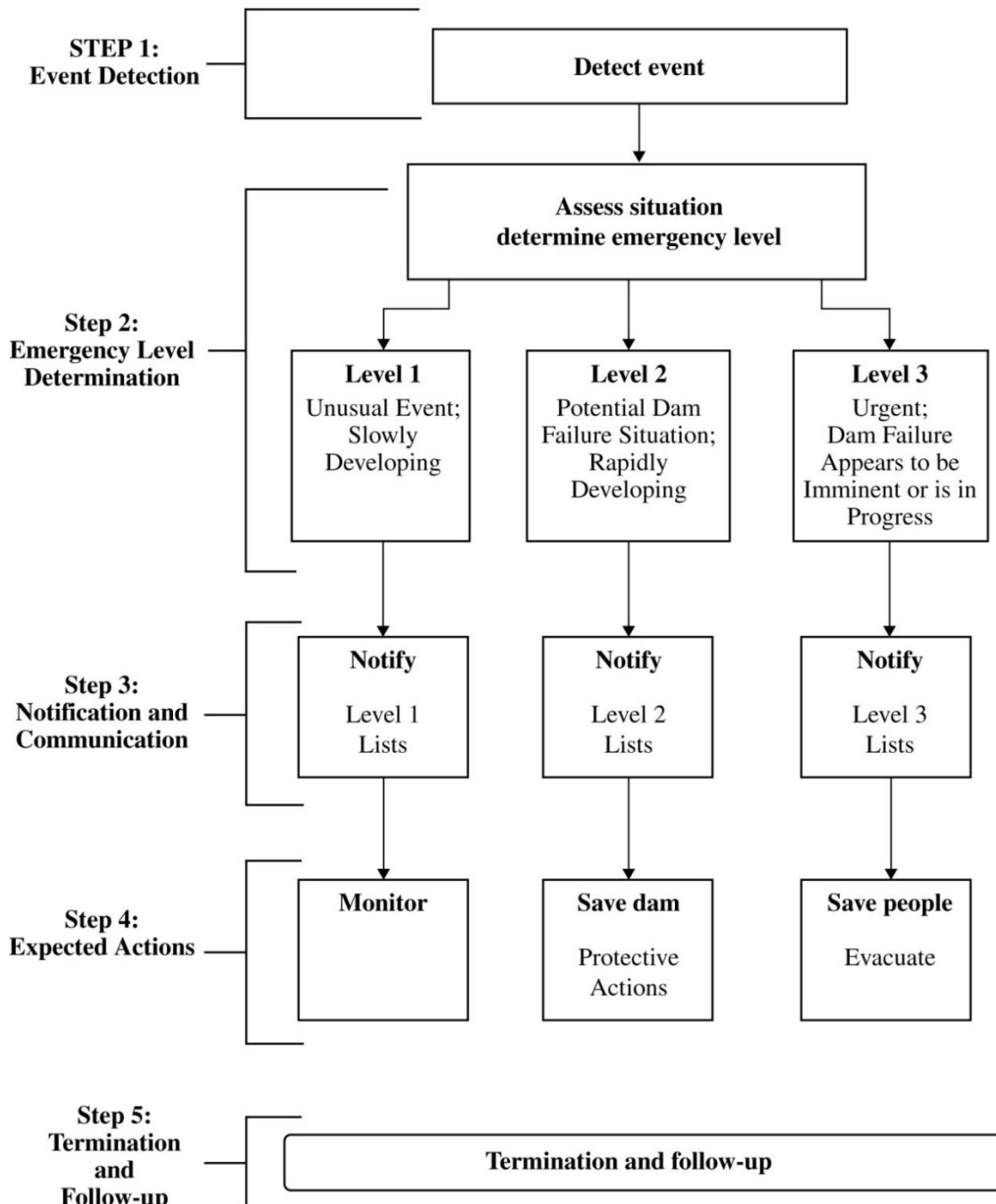
(See *Location and Vicinity Map*; Appendix B–2.)

# The Five-step EAP Process

The following section explains some of the problems which may occur at a dam, how to make a rapid evaluation of the problem, and what action should be taken in response to the problem. This section presents only generalized information for the dam operator to aid in a first response to a problem. Any suspected problem should be reported and assistance from a qualified engineer should be obtained as soon as possible.

Emergencies are classified according to their severity and urgency. The following classifications shall apply to the Lake George Dam as seen below: **Level 1, Level 2, and Level 3**

## EAP Overview



## **Step 1** **Event Detection**

This step describes the detection of an unusual or emergency event and provides information to assist the dam operator in determining the appropriate emergency level for the event.

Unusual or emergency events may be detected by:

- Observations at or near the dam by government personnel (local, state, or Federal), landowners, visitors to the dam, or the public.
- Earthquakes felt or reported in the vicinity of the dam
- Forewarning of conditions that may cause an unusual event or emergency event at the dam (for example, a severe weather or flash flood forecast).

See *Guidance for Determining the Emergency Level* table for assistance in evaluating specific events to determine if they are unusual or potential emergency situations.

## **Step 2** **Emergency Level Determination**

After an unusual or emergency event is detected or reported, the Loud Thunder Forest Preserve – Park Ranger is responsible for classifying the event into one of the following three emergency levels:

### **Emergency Level 1 – Nonemergency, unusual event, slowly developing:**

This situation is not normal, but has not yet threatened the operation or structural integrity of the dam, but possibly could if it continues to develop. Activation of the EAP is not required, but the necessary individuals shall be notified of the situation; for example, Director of R.I. County Forest Preserve, Consulting Engineer, and R.I. County Sherriff. The Consulting Professional Engineer shall be contacted to investigate the situation and recommend actions to take. The condition of the dam should be closely monitored, especially during storm events, to detect any development of a potential or imminent dam failure situation. The Rock Island County Sheriff should be informed if it is determined that the conditions may possibly develop into a worse condition that may require emergency actions.

### **Emergency Level 2 – Potential dam failure situation, rapidly developing:**

Generally, this situation should convey the impression that “some amount of time” is still available for further assessment(s) to be made before dam failure is considered to be a foregone conclusion. This is a situation where a failure may eventually occur, but pre-planned actions taken during certain events (such as major floods, earthquakes, evidence of piping) may moderate or alleviate failure. Even if failure is inevitable, more time is generally available than in a “failure has occurred” situation to issue warnings and/or take preparation actions.

Is the time frame for this situation in hours, days, weeks? When a dam safety situation is observed that may lead to a failure if left unattended, but there is no immediate danger, the dam owner should issue a warning that a “potential failure situation is developing.” The R.I. County Sheriff and the Illinois DNR Dam Safety Officer should be notified of this emergency situation and placed on alert. The dam

operator/owner should assess the situation and determine the urgency of the emergency level. Periodic reports of the status of the situation should be made to the Sheriff. If the dam condition worsens and failure becomes imminent, the Sheriff along with the R.I. County Emergency Management Agency must be notified immediately of the change in the emergency level to notify the people at risk downstream. The Dam Operator/Park Ranger(s) are to immediately evacuate the *Riverview Area* campground and *Hauberg Trails* downstream of the spillway.

If time permits, the Consulting Professional Engineer should be contacted to evaluate the situation and recommend remedial actions to prevent failure of the dam. The dam operator should initiate remedial repairs (note local resources that may be available—see Appendix B–1). Time available to employ remedial actions may be hours or days.

This emergency level is also applicable when high flows are anticipated in the spillway and will result in flooding of downstream campgrounds and trails. Emergency agencies and services should be on alert if the flooding increases.

**Emergency Level 3 – Urgent; dam failure appears imminent or is in progress:**

Generally, this situation should convey the impression that “time has run out” with respect to the failure of the dam. This is an extremely urgent situation when a dam failure has occurred, is occurring, or obviously is about to occur and cannot be prevented. **Therefore, once a dam owner determines that there is no longer any time available to attempt corrective measures to prevent failure, the “failure is imminent or has occurred” warning should be issued.**

Flash flooding will occur downstream of the dam. Portions of the *Riverview Area* campground and immediate areas of the boat dock will be inundated. The Sheriff should be contacted immediately so emergency services can begin notification of all at-risk people and monitor roads as needed. The Dam Operator/Park Ranger(s) are to immediately evacuate the *Riverview Area* campground and *Hauberg Trails* downstream of the spillway. ILDNR Dam Safety Officer will be called by the Dam Owner/Operator.

**See the following pages for guidance in determining the proper emergency level for various situations.**

## Guidance for Determining the Emergency Level

**Table 1: Guidance for Determining the Emergency Level**

Event	Situation	Emergency Level*
Concrete Spillway Flow	Reservoir level is 3 foot above the top of the spillway weir	1
	Reservoir level is 6 foot above the top of the spillway weir	2
Embankment Overtopping	Reservoir level is 6 foot below the top of the dam	2
	Water from the reservoir is flowing over the top of the dam	3
Seepage	New seepage areas in or near the dam	1
	New seepage areas with cloudy discharge or increasing flow rate	2
	Seepage with discharge greater than 10 gallons per minute	3
Sinkholes	Observation of new sinkhole in reservoir area or on embankment 2	2
	Rapidly enlarging sinkhole	3
Embankment Cracking	New cracks in the embankment greater than 1/4-inch wide without seepage	1
	Cracks in the embankment with seepage	2
Embankment Movement	Visual movement/slippage of the embankment slope	1
	Sudden or rapidly proceeding slides of the embankment slopes	3
Earthquake	Measurable earthquake felt or reported on or within 50 miles of the dam	1
Earthquake Security Threat	Earthquake resulting in visible damage to the dam or appurtenances	2
	Earthquake resulting in uncontrolled release of water from the dam	3
	Verified bomb threat that, if carried out, could result in damage to the dam	2
Security Threat Sabotage/ Vandalism	Detonated bomb that has resulted in damage to the dam or appurtenances	3
	Damage to dam or appurtenance with no impacts to the functioning of the dam	1
Sabotage/ Vandalism	Modification to the dam or appurtenances that could adversely impact the functioning of the dam	1
	Damage to dam or appurtenances that has resulted in seepage flow	2
	Damage to dam or appurtenances that has resulted in uncontrolled water release	3

\* Emergency Level 1: Non-emergency unusual event, slowly developing

\* Emergency Level 2: Potential dam failure situation, rapidly developing

\* Emergency Level 3: Urgent; dam failure appears imminent or is in progress



### **Step 3**                      **Notification and Communication**

#### **Notification**

After the emergency level has been determined, the people on the following notification charts for the appropriate emergency level shall be notified immediately.

#### **Communication**

##### **Emergency Level 1—Nonemergency, unusual event; slowly developing:**

The Loud Thunder Forest Preserve – Park Ranger should contact the Consulting Engineer with experience in dams. Describe the situation, and request technical assistance on next steps to take.

##### **Emergency Level 2—Emergency event, potential dam failure situation; rapidly developing:**

The following message may be used to help describe the emergency situation to the Sheriff or Emergency Services personnel:

*“This is \_\_\_\_\_ (Identify yourself; name, position)\_\_\_\_\_.*

*We have an emergency condition at the Lake George Dam, Dam No. IL00136, located 6.5 miles west of Andalusia, IL on County Highway 59 (Loud Thunder Road).*

*We have activated the Emergency Action Plan for this dam and are currently under Emergency Level 2.*

*We are implementing predetermined actions to respond to a rapidly developing situation that could result in dam failure.*

*Reference the site location map in your copy of the Emergency Action Plan.*

*We will advise you when the situation is resolved or if the situation gets worse.*

*I can be contacted at the following number \_\_\_\_\_. If you cannot reach me, please call the following alternative number \_\_\_\_\_.”*

##### **Emergency Level 3—Urgent event; dam failure appears imminent or is in progress:**

The Sheriff should be contacted immediately and the area of affected persons be notified. The Dam Operator/Park Ranger(s) are to immediately evacuate the *Riverview Area* campground and *Hauberg Trails* downstream of the spillway. The following actions should be taken:

1. Call the Sheriff’s dispatch center. Be sure to say, “This is an emergency.” They will call other authorities. The following message may be used to help describe the emergency situation to the Sheriff or Rock Island County Emergency Management Agency personnel:

*“This is an emergency. This is \_\_\_\_\_ (Identify yourself; name, position)\_\_\_\_\_.*

*Lake George Dam is failing. Repeat, Lake George Dam is failing; notify persons affected in the area along low-lying portions of the Dam and campground area. County Highway 59 is compromised.*

*We have activated the Emergency Action Plan for this dam and are currently under Emergency Level 3. Reference the dam location map in your copy of the Emergency Action Plan.*

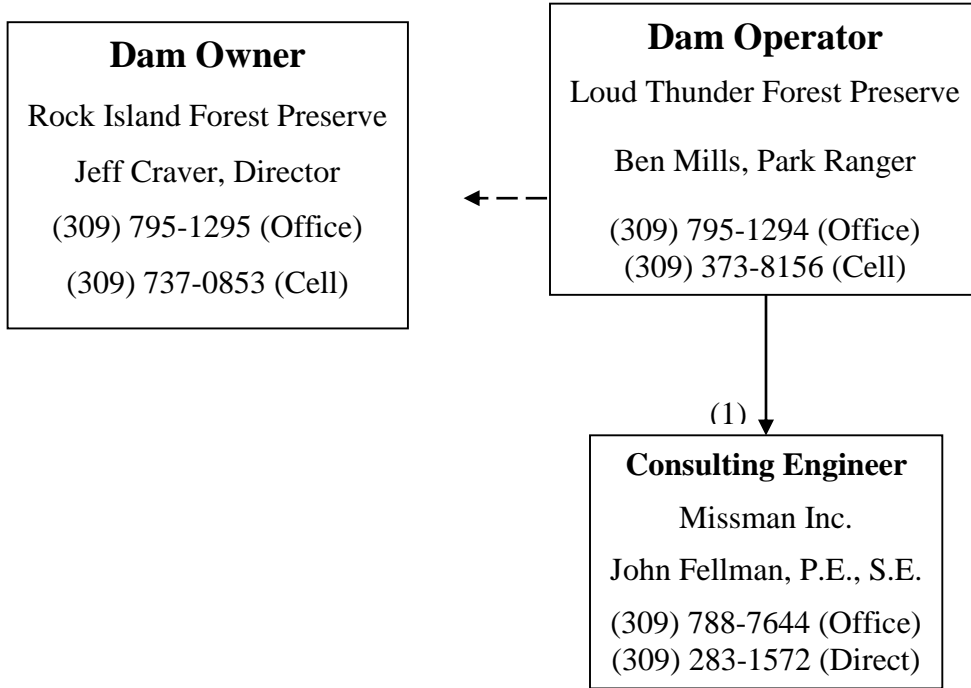
*County Highway 59 over the dam requires immediate closure. The Riverview Area campground is being evacuated.*

*I can be contacted at the following number \_\_\_\_\_. If you cannot reach me, please call the following alternative number \_\_\_\_\_."*

2. Keep in frequent contact with the Sheriff and emergency services to keep them up-to-date on the condition of the dam. They will tell you how you can help handle the emergency.
3. If all means of communication are lost: (1) try to find out why, (2) try to get to another radio or telephone that works, or (3) get someone else to try to re-establish communications. If these means fail, handle the immediate problems as well as you can, and periodically try to re-establish contact with the Sheriff and emergency services.

# Emergency Level 1 Notifications

**Nonemergency**  
**Unusual event; slowly developing**



**Note:**

1, 2, etc., denotes call sequence

**Legend:**

Calls by operator \_\_\_\_\_

Second level calls - - - - -



# Emergency Level 2 Notifications

Emergency event, potential dam failure  
Situation; rapidly developing

## Dam Owner

Rock Island Forest Preserve  
Jeff Craver, Director  
(309) 795-1295 (Office)  
(309) 737-0853 (Cell)

## Dam Operator

Loud Thunder Forest Preserve  
Ben Mills, Park Ranger  
(309) 795-1294 (Office)  
(309) 373-8156 (Cell)



(1) ↓

(2) ↓

## County Sheriff

Gerald Bustos  
(309) 788-8988 or (309) 558-3396  
(24-hr Non-Emergency)

## Consulting Engineer

Missman Inc.  
John Fellman, P.E., S.E.  
(309) 788-7644 (Office)  
(309) 283-1572 (Direct)



## Rock Island County Emergency Management Agency

Coordinator: Jerry Shirk  
(309) 799-5166

### Note:

1, 2, etc., denotes call sequence

### Legend:

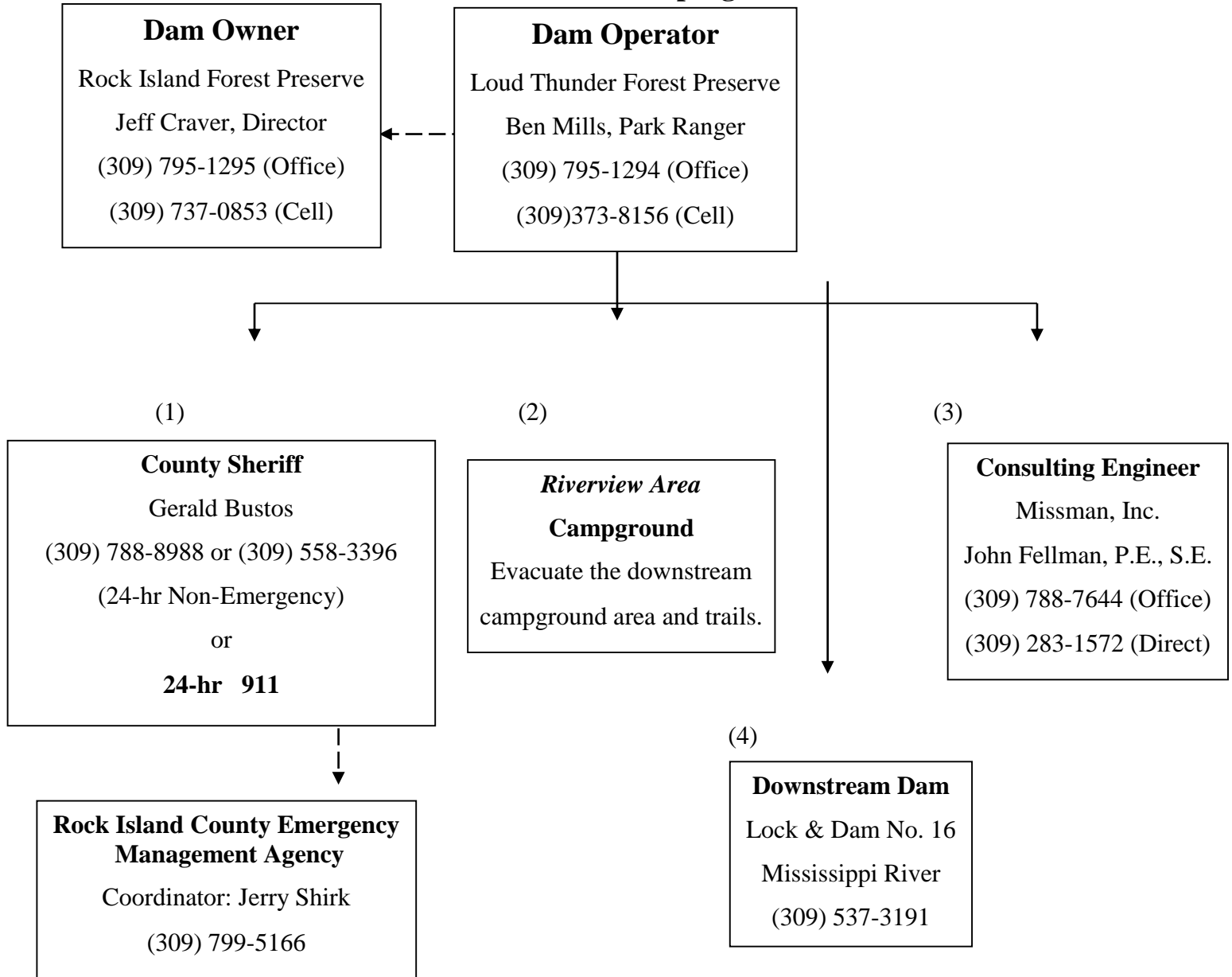
Calls by operator        \_\_\_\_\_  
Second level calls      - - - - -

See *Communications* Page 205  
for pre-scripted messages.



# Emergency Level 3 Notifications

**Urgent event, dam failure appears  
Imminent or is in progress**



**Note:**

1, 2, etc., denotes call sequence

**Legend**

Calls by operator \_\_\_\_\_

Second level calls - - - - -

See *Communications* Page 205  
for pre-scripted messages.



## **Step 4**                      **Expected Actions**

The Rock Island County Forest Preserve District and Rock Island County have adopted the National Incident Management System (NIMS) and the Incident Management System (ICS) for response to incidents and emergencies. In the event of an incident at the dam, decisions made in real time and the actions that occur may be different than described in this plan. Changes that occur as a result of the use of ICS are considered part of this plan.

If the police or Sheriff receives a 911 call regarding observations of an unusual or emergency event at the dam, Contact the dam operator to verify the problem. After the dam operator determines the emergency level, the following actions should be taken. If time permits, the Consulting Engineer should be contacted for technical consultation.

### **Emergency Level 1—Nonemergency, unusual event; slowly developing:**

1. The Loud Thunder Forest Preserve – Park Ranger should inspect the dam. At a minimum, inspect the full length of the upstream slope, crest, downstream toe, and downstream slope. Also, check the reservoir area and downstream channel for signs of changing conditions. **If increased seepage, erosion, cracking, or settlement is observed, refer to the emergency level table for guidance in determining the appropriate event level for the new condition and recommended actions.**
2. Record all contacts that were made on the *Contact Checklist* (Appendix A–1). Record all information, observations, and actions taken on the *Event Log Form* (Appendix A–2). Note the time of changing conditions. Document the situation with photographs and video, if possible.
3. The Loud Thunder Forest Preserve – Park Ranger should contact the Consulting Engineer and request technical staff to investigate the situation and recommend corrective actions.

### **Emergency Level 2—Potential dam failure situation; rapidly developing:**

1. The Loud Thunder Forest Preserve – Park Ranger should contact the County Sheriff to inform that the EAP has been activated, current conditions, and that an emergency situation may require public notice if conditions worsen. Preparations should be made for staffing people on County Highway 59 to monitor road and bridge conditions and evacuation of the lower *River View* campground area.
2. Provide updates to the Sheriff and Emergency Services personnel to assist them in making timely decisions concerning the need for warnings, road closures, and public notifications.
3. If time permits, the Loud Thunder Forest Preserve – Park Ranger should inspect the dam. At a minimum, inspect the full length of the upstream slope, crest, downstream toe, downstream slope, and spillway. Also, check the reservoir area and downstream channel for signs of changing conditions. **If piping, increased seepage, erosion, cracking, or settlement are observed, refer to the emergency level table for guidance in determining the appropriate event level for the new condition and recommended actions.**
4. The Loud Thunder Forest Preserve – Park Ranger should, if time permits, contact the Consulting Engineer to investigate the situation and recommend corrective actions.

5. Record all contacts that were made on the *Contact Checklist* (Appendix A–1). Record all information, observations, and actions taken on the *Event Log Form* (Appendix A–2). Note the time of changing conditions. Document the situation with photographs and video, if possible.
6. If time permits, the following emergency remedial actions should be taken as appropriate.

## **Emergency Level 2—Potential dam failure situation; rapidly developing—continued:**

### ***Emergency Remedial Actions***

If time permits, the following emergency remedial actions should be considered for Emergency Level 2 conditions. Immediate implementation of these remedial actions may delay, moderate, or prevent the failure of the dam. Several of the listed adverse or unusual conditions may be apparent at the dam at the same time, requiring implementation of several modes of remedial actions. Close monitoring of the dam must be maintained to confirm the success of any remedial action taken at the dam. Time permitting, any remedial action should be developed through consultation with the Consulting Engineer. See *Resources Available* (Appendix B–1) for sources of equipment and materials to assist with remedial actions.

#### ***Seepage and Sinkholes***

1. If the entrance to the seepage origination point is observed in the reservoir (possible whirlpool) and is accessible, attempt to reduce the flow by plugging the entrance with readily available materials such as hay bales, bentonite, soil or rock fill, or plastic sheeting.
2. Cover the seepage exit area(s) with several feet of sand/gravel to hold fine-grained embankment or foundation materials in place. Alternatively, construct sandbag or other types of ring dikes around seepage exit areas to retain a pool of water, providing backpressure and reducing the erosive nature of the seepage.
3. Prevent vehicles and equipment from driving between the seepage exit points and the embankment to avoid potential loss from the collapse of an underground void.

#### ***Earthquake***

1. Immediately conduct a general overall visual inspection of the dam.

## **Emergency Level 3—Urgent; dam failure appears imminent or is in progress:**

1. The Loud Thunder Forest Preserve – Park Ranger shall immediately contact the Sheriff and others shown on the notification chart.
2. Evacuate *Riverview Area* Campground.
3. The Sheriff shall close County Highway 59 over the dam and assist in evacuation of the campground.
4. Emergency Management Services personnel shall alert the public and assist the Sheriff as necessary.
5. The Loud Thunder Forest Preserve – Park Ranger shall maintain continuous communication and provide the Sheriff with updates of the situation to assist him/her in making timely decisions concerning notifications.
6. The Loud Thunder Forest Preserve – Park Ranger should record all contacts that were made on the *Contact Checklist* (Appendix A–1). Record all information, observations, and actions taken on the *Event Log Form* (Appendix A–2). Note the time of changing conditions. Document the situation with photographs and video, if possible.
7. Advise people monitoring the dam to follow safe procedures. Everyone should stay away from any of the failing structures or slopes and out of the potential breach inundation areas.



## **Step 5**                      **Termination**

Whenever the EAP has been activated, an emergency level has been declared, all EAP actions have been completed, and the emergency is over, the EAP operations must eventually be terminated and follow-up procedures completed.

### **Termination Responsibilities**

The Sheriff is responsible for terminating EAP operations and relaying this decision to the Loud Thunder Forest Preserve – Park Ranger. It is then the responsibility of each person to notify the same group of contacts that were notified during the original event notification process to inform those people that the event has been terminated.

Prior to termination of an Emergency Level 3 event that has not caused actual dam failure, the Consulting Engineer will inspect the dam or require the inspection of the dam to determine whether any damage has occurred that could potentially result in loss of life, injury, or property damage. The Sheriff will be advised of the results of the inspection. **The Sheriff will then choose when to terminate the incident.**

The Loud Thunder Forest Preserve – Park Ranger shall assure that the *Dam Safety Emergency Situation Report* (Appendix A–3) is completed to document the emergency event and all actions that were taken. The Loud Thunder Forest Preserve – Park Ranger shall distribute copies of the completed report to the Dam Owner, The Rock Island County Forest Preserve District; and the Illinois Department of Natural Resources, Dam Safety Officer.



## Maintenance – EAP Review and Revision

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### EAP Annual Review

The Loud Thunder Forest Preserve Park Ranger will review and, if needed, update the EAP at least once each year. The EAP annual review will include the following:

- Calling all contacts on the three notification charts in the EAP to verify that the phone numbers and persons in the specified positions are current. The EAP will be revised if any of the contacts have changed.
- Contacting the local law enforcement agency to verify the phone numbers and persons in the specified positions. In addition, the Loud Thunder Forest Preserve Park Ranger will ask if the person contacted knows where the EAP is kept and if responsibilities described in the EAP are understood.
- Calling the locally available resources to verify that the phone numbers, addresses, and services are current.
- This Emergency Action Plan will be reviewed in coordination with annual dam inspection services.

### Updates

The Rock Island County Forest Preserve District is responsible for updating the EAP document. The EAP document held by the Loud Thunder Forest Preserve – Park Ranger is the master document. When updates occur, the Forest Preserve District will provide the updated pages and a updated revision summary page to all the EAP document holders. The document holders are responsible for revising outdated copy of the respective document(s) whenever revisions are received. Outdated pages shall be immediately discarded to avoid any confusion with the revisions.

### EAP Exercises

The Rock Island County Forest Preserve District will conduct an annual exercise activity. It is recommended that this include an orientation meeting with all EAP Control Copy Record Holders in attendance every 5 years.



## Record of Holders of Control Copies of this EAP

<b>Copy Number</b>	<b>Organization</b>	<b>Person receiving copy</b>
1	Loud Thunder Forest Preserve 19408 Loud Thunder Road Illinois City, IL 61259	Ben Mills Park Ranger (309) 795-1294
2	Rock Island County Forest Preserve District 1504 Third Avenue Rock Island, IL 61201	Jeff Craver Forest Preserve Director (309) 795-1295
3	Rock Island County Sheriff's Department 1317 Third Avenue Rock Island, IL 61201	Gerald Bustos Rock Island County Sherriff (309) 794-1230
4	Rock Island County Emergency Management Agency 6120 - 78th Avenue Milan, IL 61264	Jerry Shirk Agency Coordinator (309) 799-5166
5	Illinois Department of Natural Resources One Natural Resources Way Springfield, IL 62702-1271	Paul Mauer, Jr. Illinois Dam Safety Officer (217) 782-4427
6	Consulting Professional Engineer 4500 Black Hawk Commons Drive Rock Island, IL 61201	John Fellman Professional and Structural Engineer (309) 788-7644
7	Rock Island County Highway Department 851 10th Avenue West - P.O. Box 797 Milan, IL 61264	John Massa County Engineer (309) 787-4668
8		



## Record of Revisions and Updates Made to EAP

---

Revision Number	Date	Revisions made	By whom



## Concurrences

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By my signature, I acknowledge that I, or my representative, have reviewed this plan and concur with the tasks and responsibilities assigned herein for me and my organization.

1.

---

<i>Date</i>	<i>Signature</i>	<i>Organization</i>
-------------	------------------	---------------------

Printed name and title: Ben Mills, Park Ranger, Loud Thunder Forest Preserve

2.

---

<i>Date</i>	<i>Signature</i>	<i>Organization</i>
-------------	------------------	---------------------

Printed name and title: Jeff Craver, Director, Rock Island County Forest Preserve District

3.

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<i>Date</i>	<i>Signature</i>	<i>Organization</i>
-------------	------------------	---------------------

Printed name and title: Gerald Bustos, County Sheriff, Rock Island County



## Appendices: Forms, Glossary, Maps, and Supporting Data

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### **Appendix A**

- A-1 Contact Checklist
- A-2 Unusual or Emergency Event Log Form
- A-3 Dam Emergency Situation Report Form
- A-4 Glossary of Terms

### **Appendix B**

- B-1 Resources Available
- B-2 Location and Vicinity Maps



## Appendix A–1: Contact Checklist

Lake George Dam, Dam No. IL00136

Rock Island County, Illinois

Date \_\_\_\_\_

The following contacts should be made immediately after the emergency level is determined (see pages 201-203 for guidance to determine the appropriate emergency level for a specific situation). The person making the contacts should initial and record the time of the call and who was notified for each contact made. See the *Notification Charts*.

Emergency Level 1 (see page 207)	Person Contacted	Time Contacted	Contacted by
____ Consulting Engineer	_____	_____	_____
Emergency Level 2 (see page 207)	Person Contacted	Time Contacted	Contacted by
____ County Sherriff	_____	_____	_____
____ Consulting Engineer	_____	_____	_____
____ Illinois DNR, Dam Safety Officer	_____	_____	_____
Emergency Level 3 (see page 209)	Person Contacted	Time Contacted	Contacted by
____ Incident Commander	_____	_____	_____
____ Illinois DNR, Dam Safety Officer	_____	_____	_____
____ Consulting Engineer	_____	_____	_____



## Appendix A–2: Unusual or Emergency Event Log

(to be completed during the emergency)

Dam Name: Lake George Dam, Dam No. IL00136

County: Rock Island County

When and how was the event detected?

\_\_\_\_\_  
\_\_\_\_\_

Weather conditions: \_\_\_\_\_

General description of the emergency situation:  
\_\_\_\_\_  
\_\_\_\_\_

Emergency level determination: \_\_\_\_\_ Made by: \_\_\_\_\_

### **Actions and Event Progression**

Date	Time	Action/event progression	Taken by

Report prepared by: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix A-3: Dam Emergency Situation Report

(to be completed following the termination of the emergency)

Dam name: Lake George Dam

National Inventory of Dams (NID) No.: IL00136

Dam location: 6.5 miles West of Andalusia, IL

Rock Island County

Big Branch Creek

(City)

(County)

(Stream/River)

Date:

Time:

Weather conditions: \_\_\_\_\_

General description of emergency situation:

\_\_\_\_\_  
\_\_\_\_\_

Area(s) of dam affected:

\_\_\_\_\_  
\_\_\_\_\_

Extent of dam damage: \_\_\_\_\_

Possible cause(s): \_\_\_\_\_

Effect on dam's operation: \_\_\_\_\_

Initial reservoir elevation: \_\_\_\_\_ Time: \_\_\_\_\_

Maximum reservoir elevation: \_\_\_\_\_ Time: \_\_\_\_\_

Final reservoir elevation: \_\_\_\_\_ Time: \_\_\_\_\_

Description of area flooded downstream/damages/injuries/loss of life: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other data and comments:

\_\_\_\_\_

Observer's name and telephone number: \_\_\_\_\_

Report prepared by: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix A—4: Glossary of Terms

<b>Abutment</b>	That part of the valley side against which the dam is constructed. Right and left abutments are those on respective sides of an observer when viewed looking downstream from the dam.
<b>Appurtenance Works</b>	The structures or machinery auxiliary to dams which are built to operate and maintain dams; such as outlet works, spillways, gates, valves, channels, etc.
<b>Acre-foot</b>	A unit of volumetric measure that would cover 1-acre to a depth of 1-foot. One acre-foot is equal to 43,560 cubic feet or 325,850 gallons.
<b>Berm</b>	A nearly horizontal step (bench) in the upstream or downstream sloping face of the dam.
<b>Boil</b>	A disruption of the soil surface due to water discharging from below the surface. Eroded soil may be deposited in the form of a ring (miniature volcano) around the disruption.
<b>Breach</b>	A break, gap, or opening (failure) in a dam which releases impoundment water. A controlled breach is an intentionally constructed opening. An uncontrolled breach is an unintended failure of the dam.
<b>Conduit</b>	A closed channel (round pipe or rectangular box) that conveys water through, around, or under the dam.
<b>Control Section</b>	A usually level segment in the profile of an open channel spillway above which water in the reservoir discharges through the spillway.
<b>Cross Section</b>	A slice through the dam showing elevation vertically and direction of natural water flow horizontally from left to right. Also, a slice through a spillway showing elevation vertically and left and right sides of the spillway looking downstream.
<b>Dam</b>	An artificial barrier generally constructed across a watercourse for the purpose of impounding or diverting water.
<b>Dam Failure</b>	The uncontrolled release of a dam's impounded water.
<b>Dam Operator</b>	The person(s) or unit(s) of government with responsibility for the operation and maintenance of dam.
<b>Drain, Toe or Foundation, or Blanket</b>	A water collection system of sand and gravel and typically pipes along the downstream portion of the dam to collect seepage and convey it to a safe outlet.
<b>Drainage Area (Watershed)</b>	The geographic area on which rainfall flows into the dam.
<b>Drawdown</b>	The resultant lowering or releasing of the water surface level in a reservoir over time or the volume lowered or released over a particular period of time.
<b>Embankment</b>	Fill material, usually earth to rock, placed with sloping sides.
<b>Emergency</b>	A condition that develops unexpectedly, endangers the structural integrity of the dam and/or downstream human life and property, and requires immediate action.

<b>Emergency Action Plan (EAP)</b>	A formal document identifying potential emergency conditions that may occur at the dam and specifying preplanned actions to minimize potential failure of the dam or minimize failure consequences including loss of life, property damage, and environmental impacts.
<b>Evacuation Map</b>	A map showing the geographic area downstream of a dam that should be evacuated if it is threatened to be flooded by a breach of the dam or other large discharge.
<b>Failure</b>	An incident resulting in the uncontrolled release of water from a dam.
<b>Filter</b>	The layers of sand and gravel in a drain that allow seepage through an embankment to discharge into the drain without eroding the embankment soil.
<b>Freeboard</b>	Vertical distance between a stated water level in the reservoir and the top of dam.
<b>Gate, slide or sluice, or regulating valve</b>	An operable, watertight valve to manage the discharge of water from the dam.
<b>Groin</b>	The area along the intersection of the face of a dam and the abutment.
<b>Hazard Classification</b>	A system that categorizes dams (high, significant, or low) according to the degree of their potential to create adverse incremental consequences such as loss of life, property damage, or environmental impacts of a failure or misoperation of a dam.
<b>Height, dam</b>	The vertical distance between the lowest point along the top of the dam and the lowest point at the downstream toe, which usually occurs in the bed of the outlet channel.
<b>Hydrograph, inflow or outflow, or breach</b>	A graphical representation of either the flow rate or flow depth at a specific point above or below the dam over time for a specific flood occurrence.
<b>Incident Commander</b>	The highest predetermined official available at the scene of an emergency situation.
<b>Instrumentation</b>	An arrangement of devices installed into or near dams that provide measurements to evaluate the structural behavior and other performance parameters of the dam and appurtenant structures.
<b>Inundation Area or Map</b>	The geographic area downstream of the dam that would be flooded by a breach of the dam or other large discharge.
<b>Notification</b>	To immediately inform appropriate individuals, organizations, or agencies about a potentially emergency situation so they can initiate appropriate actions.
<b>Outlet Works (Principal Spillway)</b>	An appurtenant structure that provides for controlled passage of normal water flows through the dam.
<b>Piping</b>	The progressive destruction of an embankment or embankment foundation by internal erosion of the soil by seepage flows. Will appear downstream as a hole or seam, discharging water that contains soil particles.
<b>Probable Maximum Precipitation (PMP) or Flood (PMF)</b>	The theoretically greatest precipitation or resulting flood that is meteorologically feasible for a given duration over a specific drainage area at a particular geographical location.
<b>Reservoir</b>	The body of water impounded or potentially impounded by the dam.

<b>Riprap</b>	A layer of large rock, precast blocks, bags of cement, or other suitable material, generally placed on an embankment or along a watercourse as protection against wave action, erosion, or scour.
<b>Risk</b>	A measure of the likelihood and severity of an adverse consequence.
<b>Seepage</b>	The natural movement of water through the embankment, foundation, or abutments of the dam.
<b>Silt/Sediment</b>	Soil particles and debris in an impoundment.
<b>Slump/Slide</b>	A portion of earth embankment which moves downslope, sometimes suddenly, often with cracks developing on the embankment or abutment of the dam.
<b>Spillway (Auxiliary or Emergency)</b>	The appurtenant structure that provides the controlled conveyance of excess water through, over, or around the dam.
<b>Spillway Capacity</b>	The maximum discharge the spillway can safely convey with the reservoir at the maximum design elevation.
<b>Spillway Crest</b>	The lowest level at which reservoir water can flow into the spillway.
<b>Stilling Basin</b>	A basin constructed to dissipate the energy of fast flowing water, such as from a spillway, and to protect the stream bank from erosion.
<b>Tailwater</b>	The body of water immediately downstream of the embankment at a specific point in time.
<b>Toe of Dam</b>	The junction of the upstream or downstream face of an embankment with the ground surface.
<b>Top of Dam (Crest of Dam)</b>	The elevation of the uppermost surface of an embankment which can safely impound water behind the dam.

## Appendix B–1: Resources Available

Locally available equipment, labor, and materials:

The Rock Island County Forest Preserve / Loud Thunder Forest Preserve have the following resources that can be utilized in the event of an emergency:

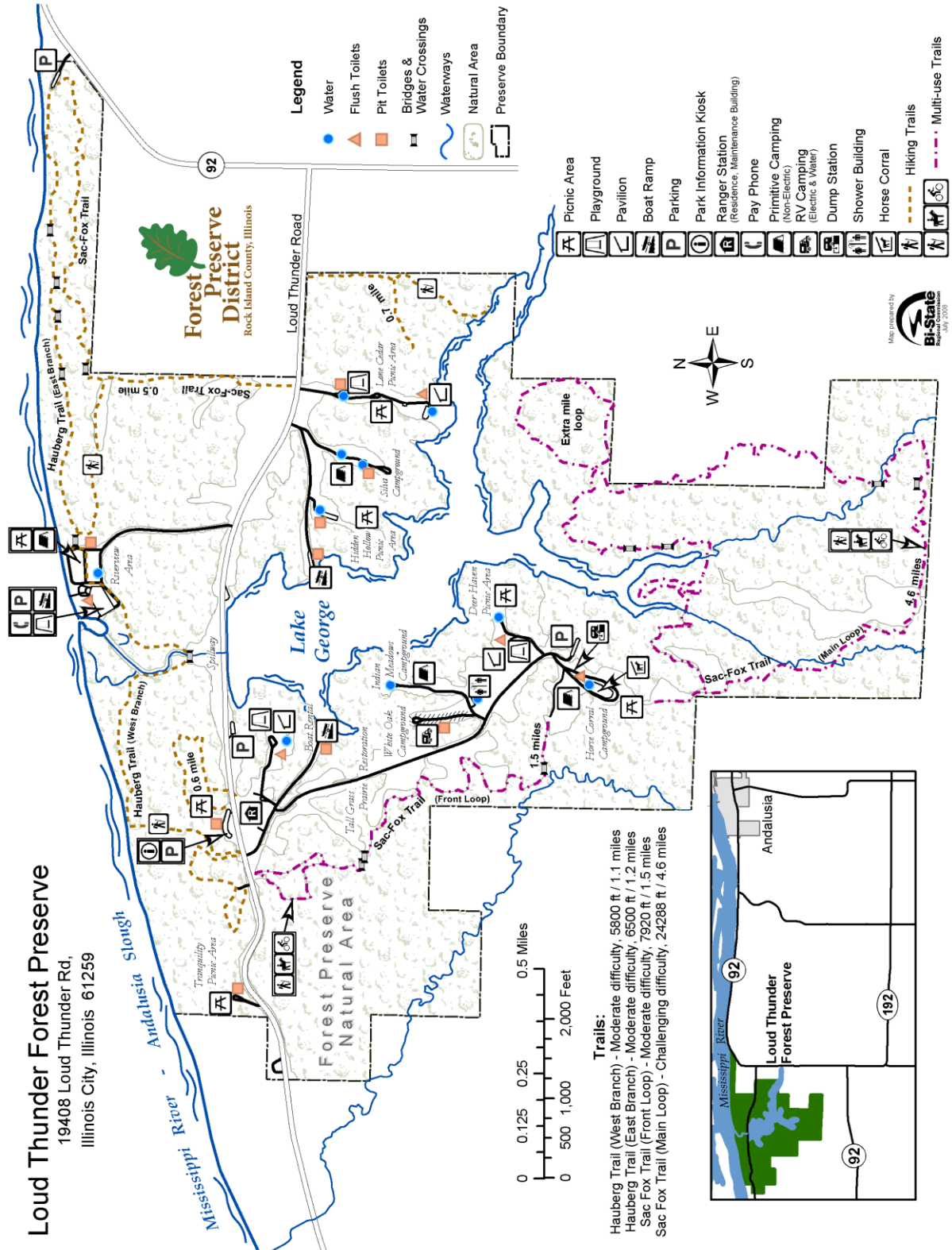
- one backhoe
- one dump truck

Other locally available resources include:

<b>Heavy Equipment Service and Rental</b>	<b>Sand and Gravel Supply</b>	<b>Ready-Mix Concrete Supply</b>
---	-------------------------------	----------------------------------

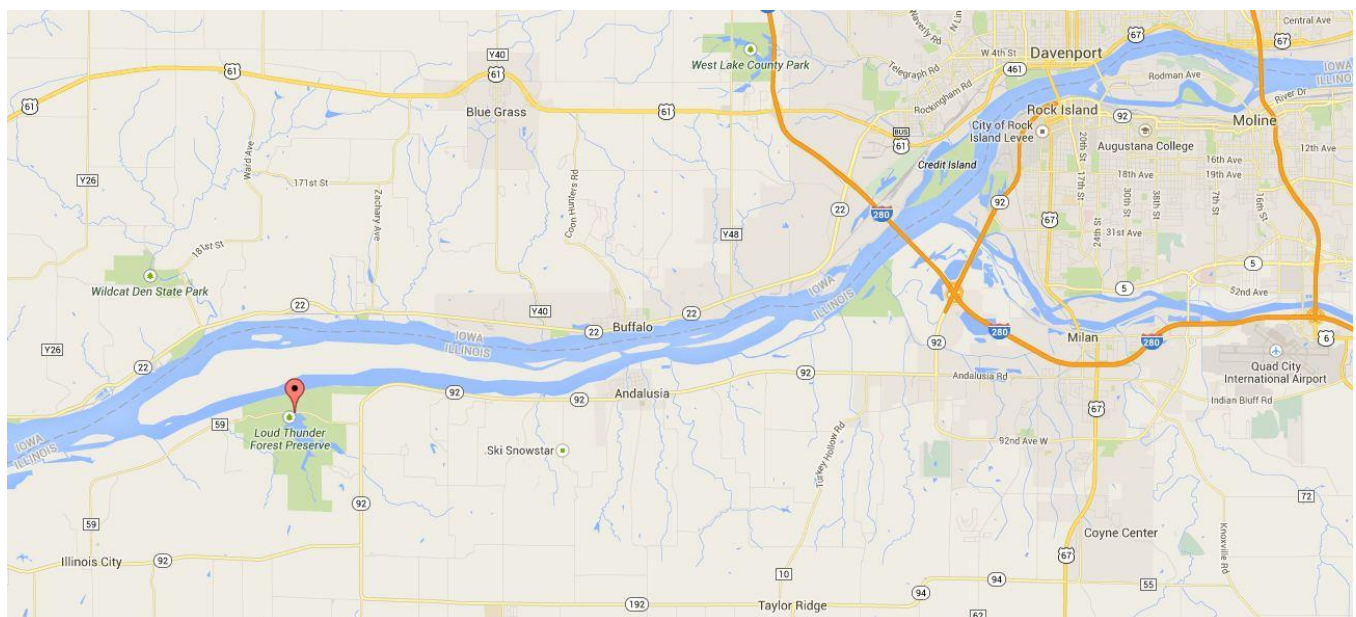
Road Machinery & Supplies Co. 606 10 <sup>th</sup> Avenue West Milan, IL 61264 (309) 787-1742	ACME Materials Co 2544 Pettibone Ave Muscatine, IA 563-263-1105	Hahn Ready Mix 1600 SE 6th Street Aledo, Illinois 309-582-2436
Sunbelt Rentals 2221 5th Avenue Moline, IL 309-797-2692	Hahn Ready Mix 1600 SE 6th Street Aledo, IL 309-582-2436	Builders Sand & Cement Co. 3636 W River Drive Davenport, IA 563-322-1308
<b>Pumps</b>	<b>Diving Contractor</b>	<b>Sand Bags</b>
Sunbelt Rentals 2221 5th Avenue Moline, IL 309-797-2692	Lake & Rivers Contracting 15480 Canal Bank Road Lemont, IL 630-739-2460	Brandenburg Drainage Inc. 2236 312th Avenue Maquoketa, IA 563-689-5334

## Appendix B-2: Location and Vicinity Maps





**Figure 1: Location Map: Lake George Dam (Map Data: Google)**



**Figure 2: Vicinity Map: Loud Thunder Forest Preserve (Map Data: Google)**



# ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT EMPLOYMENT APPLICATION

ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT  
IS AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER  
Human Resource Department, 1504 Third Avenue, Rock Island, IL 61201  
HR Department (309) 558-3610 / Fax (309) 558-3587

**INSTRUCTIONS:** Answer all questions completely and honestly. Type or print all answers. Sign the application and any supplemental forms. An applicant will not be considered without a completed application. Resumes are accepted, but only in addition to the application. Any omission, mis-statement, or falsification may be cause for you to be removed from further consideration in the employment process or discharged from District service. Applications must be received by the posted deadline, whether submitted in person, by fax, or by e-mail. The Rock Island County Forest Preserve District is not responsible for applications that are not received by the posted deadline.

## General Information

Position Applying For:		Date Available:	
Name: (First) (Middle Initial) (Last)			
Address:			
City:	State:	Zip Code:	
Telephone:		Other Phone:	
E-Mail Address:			
Have you ever used or been known by any other names? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Names:			
How were you referred to this position?			
Desired Salary:		Minimum Salary Acceptable (Optional):	

Have ever been employed by Rock Island County Forest Preserve District? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes: Position:	Date(s):
Have you ever been terminated, discharged, or asked to resign from any employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please briefly explain:	

In the last seven years have you ever been convicted of a violation of law other than a minor traffic violation?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please explain	
(Applicant not obligated to disclose expunged juvenile records of adjudication or arrest.)	
(The term "convicted" includes any conviction, a guilty plea, a no contest plea, a suspended sentence, or a deferred judgment.	
Conviction of a crime does not necessarily constitute automatic bar from employment.)	

<b>I will accept (check all that apply):</b>  <b>Regular</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time  <b>Temporary</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal  <b>Shift:</b> Days <input type="checkbox"/> Evenings <input type="checkbox"/> On Call <input type="checkbox"/>  Date available to start work:	<b>Do you have a legal right to work in the U.S.?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>  All new hires will be required to submit verification of the legal right to work in the United States within (3) business days of employment. In accordance with the Immigration Reform and Control Act of 1986 we are legally prohibited from employing anyone who cannot provide such verification.  <b>Are you 18 years of age or older?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

## EDUCATION, TRAINING, AND SKILLS

*Proof of education and/or professional certifications may be required prior to hire.*

### Driver's License Information:

Do you have a valid driver's license?	State:	CDL?
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
List any CDL endorsements:		

**Do you have a high school diploma or G.E.D.?** Yes ☐ No ☐

If no, please indicate the highest grade completed:

### Education Information:

Name of High School / College / University:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Professional Registrations, Licenses, and/or Certifications that relate to this position:

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

**List any specialized training you have received that relates to this position:**

**List equipment and/or computer software applications you are proficient in operating that relate to this position:**

## EMPLOYMENT HISTORY

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Include experience prior to ten years ago if it relates to the position to which you are applying. Your qualifications will be evaluated based in part on the information you provide on this application form.

<b>Employer:</b>	Phone #
Position Title:	Employment Dates (mo/yr)    From:                      To:
Address:	City:                      State:                      Zip:
Direct Supervisor:	Phone #
Job Duties:	Hours per week:
	May we contact this employer?    Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving or wanting to leave?	

<b>Employer:</b>	Phone #
Position Title:	Employment Dates (mo/yr)    From:                      To:
Address:	City:                      State:                      Zip:
Direct Supervisor:	Phone #
Job Duties:	Hours per week:
:	May we contact this employer?    Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving or wanting to leave?	

<b>Employer:</b>	Phone #
Position Title:	Employment Dates (mo/yr)    From:                      To:
Address:	City:                      State:                      Zip:
Direct Supervisor:	Phone #
Job Duties:	Hours per week:
:	May we contact this employer?    Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving or wanting to leave?	

<b>Employer:</b>	Phone #
Position Title:	Employment Dates (mo/yr)    From:                      To:
Address:	City:                      State:                      Zip:
Direct Supervisor:	Phone #
Job Duties:	Hours per week:

	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving or wanting to leave?	

**PROFESSIONAL REFERENCES – PROVIDE AT LEAST THREE**

Name:	Contact number:
Address:	Relationship:

Name:	Contact number:
Address:	Relationship:

Name:	Contact number:
Address:	Relationship:

Name:	Contact number:
Address:	Relationship:

I hereby certify that the statements made on this employment application are accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, incomplete, or misleading information I may not be eligible for employment and if hired I will be subject to termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If completed electronically: By checking the signature box and typing my name, I electronically affix my signature to this employment application:

Signature: ☐ Name:      Date:

## DIRECT DEPOSIT

Any full-time or regular part-time employee of Rock Island County Forest Preserve District is eligible for direct deposit of their paycheck. Either the net check amount or a portion of the check may be deposited in either a checking or savings account. You may deposit into more than one financial institution.

An employee is required to sign a Letter of Agreement for direct deposit. Also, either a **voided check, a copy of a voided check or a letter of proof from the financial institution** stating the account number and routing number is required.

It will take two payroll cycles before the money is actually deposited into your account. To change amount to be deposited, the Payroll Department must be notified, in writing, at least one week prior to payroll.

The direct deposit will not be processed unless the Letter of Agreement is signed and the appropriate documents are turned in to the Payroll Department.

If you have questions, please contact the HR/Payroll Department.

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### LETTER OF AGREEMENT

<input type="checkbox"/> Start	<input type="checkbox"/> Change	<input type="checkbox"/> Stop
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I, \_\_\_\_\_, would like to have my paycheck directly deposit into my account(s) as followed:

☐ Deposit my entire check into my bank at \_\_\_\_\_, \_\_\_\_\_, Ck or Sav.  
(Bank name) (Account Number)

(circle one)

☐ Split my check into \_\_\_\_\_, \_\_\_\_\_, Ck or Sav.  
\_\_\_\_\_.  
(Bank name) (Account Number) (circle one)  
(Amount)

\_\_\_\_\_, \_\_\_\_\_, Ck or Sav.  
\_\_\_\_\_.  
(Bank name) (Account Number) (circle one)  
(Amount)

\_\_\_\_\_, \_\_\_\_\_, Ck or Sav.  
\_\_\_\_\_.  
(Bank name) (Account Number) (circle one)  
(Amount)

\_\_\_\_\_, \_\_\_\_\_, Ck or Sav.  
\_\_\_\_\_.  
(Bank name) (Account Number) (circle one)  
(Amount)

Remainder Amount. \_\_\_\_\_, \_\_\_\_\_, Ck or Sav.  
(Bank name) (Account Number) (circle one)

☐ Stop direct deposit at \_\_\_\_\_, \_\_\_\_\_.  
(Bank name) (Account Number)

I understand that this is an electronic funds transfer and that there may be a delay due to an unforeseen technical difficulty.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Rock Island County Forest Preserve District  
General Release from Liability**

I, the undersigned, hereby assume full responsibility for any risk of bodily injury, death, or property damage, including to minor children or animal, arising out of or related to the activities engaged in at or the condition of Rock Island County Forest Preserve District properties whether caused by the negligence of the Forest Preserve District or otherwise.

I acknowledge that outdoor recreational activities can be very dangerous and involve risk of serious injury and/or death and/or property damage.

I agree to be responsible for my own safety. I agree to follow all rules established by the Forest Preserve District concerning my use of any facility while at or on the premises.

For safety reasons, the Forest Preserve District has advised me that I should consider purchasing and wearing properly fitted standard safety equipment for my chosen activity. I am not relying on the Forest Preserve District or anyone affiliated with them to provide safety gear for me. If I chose not to wear it or provide it for minor children, it is my decision alone and I hereby accept full responsibility for all injuries, death, or property damage.

I agree to indemnify and hold harmless The Rock Island County Forest Preserve District from and against any claims (personal injury, property damage or other claim of any kind), debts, demands, costs, fees, or expenses, including attorney's fees, on the part of any person or persons whomsoever out of, or attributable to, my presence on or use of the property and any of the improvements situated thereon during the period of time I am permitted on the property. I further agree to be responsible for the actions of any of my animals or minor children I have invited on the property.

I understand that this release is as broad and inclusive as permitted by the laws of Illinois.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_