

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: June 21, 2007
TO: Board of Directors
FROM: General Manager
SUBJECT: Approval of Response to Grand Jury Report

SUMMARY

On or about April 23, 2007, the District received by hand delivery the attached Grand Jury report, titled, Public Safety: Rancho Simi Recreation and Park District Ranger Program (hereinafter referred to as the "Report"). The letter accompanying the Report indicates that the District must provide its response within 90 days (by July 23, 2007). In short, the District must indicate its concurrence or disagreement (with explanation why) to each of the Findings, and indicate implementation intentions in response to each of the recommendations.

The Grand Jury also served its report on the Simi Valley City Council, Simi Valley Police Department, Ventura County Board of Supervisors, Ventura County Sheriff, and Ventura County District Attorney. The focus of the Report was the District's Ranger Program, and its interactions with each of the other agencies. Staff has discussed the Ranger Program and its interactions with the City of Simi Valley Chief of Police and Assistant City Manager, the Ventura County Special Assistant District Attorney, Felony Unit Supervisor and Senior Deputy District Attorney, and the Ventura County Sheriff's Chief Deputy, Commander and Captain.

Listed below, in ***bold italics***, is each finding, conclusion and recommendation, as they appeared in the Report. Underneath each is the proposed District response. The proposed responses are based upon: staff discussions with each of the various agencies; District Policy Manual provisions covering operational procedures of the Ranger Program; staff analysis of the issues raised (District's General Manager, Business Supervisor and Senior Park Ranger); and, an understanding of the District's Ranger Program and its effectiveness in serving the community.

The responses listed are proposed. The Board should review each response and determine whether or not acceptance or revision of the response is appropriate. Staff will incorporate any directed changes and thereafter tender the District's response to Presiding Judge Colleen Toy White, in accordance with the Report's instructions.

FINDINGS

F-01. District Ordinance No. 2 [Ref-O1] is an ordinance passed by the District Board of Directors. It establishes rules and conditions governing the use of District parks and facilities and participation in District programs.

The Park District concurs.

F-02. Enforcement of Ordinance No. 2 is the responsibility of the Ranger Program.

The Park District concurs.

F-03. The District Ranger Program currently has three full-time, five part-time, and three special-event rangers to patrol the properties within the District.

The Park District concurs.

F-04. Rangers are on patrol seven days a week from 10:00 a.m. to midnight.

The Park District disagrees. Ranger schedules are determined on a monthly basis. The schedule is then distributed to appropriate staff members. Hours of coverage is a result of ranger availability, ranger cost, the need for greater coverage at particular locations, the ability to reduce coverage at particular locations, special events, facility rentals, and other things. Ranger patrols change frequently to make the best use of limited resources. See for example the attached Ranger Schedule for period June 1, 2007 - June 28, 2007.

F-05. The Ranger Program compiles monthly statistics of their calls for service and ranger-initiated activities and incidents.

The Park District concurs in part. Rangers prepare a daily log describing their activities. These logs indicate the park location, time of visit, noteworthy activity, and warnings or citations issued. These logs are turned in daily and reviewed by the District's Senior Park Ranger, the Senior Buildings Maintenance Supervisor, General Manager, and Business Supervisor. The ranger logs can identify graffiti, maintenance or other repair work needed, and help staff members respond quickly to issues. Citation issues are also attached to these ranger logs, which are reviewed and discussed when appropriate. Ranger logs are maintained and, on occasion, used to generate statistics that may form the basis for scheduling adjustments, presentations, etc.

F-06. The Ranger Program does not provide periodic safety reports of any kind to the District Board of Directors.

The Park District concurs. The District's Park Ranger program is supervised by the District's Senior Park Ranger who in turn is supervised by the District's General Manager. The District's Business Supervisor provides secondary supervision of the Ranger Program, and processes citations, acts as

a liaison to the Simi Valley Police Department and Ventura County Sheriff, and coordinates and communicates ranger scheduling.

F-07. The District and the Ranger Program do not provide information regarding District safety statistics to the public.

The Park District concurs in part. Most Park Ranger interactions with the public fall into the following categories: skateboarding in the park, riding a bicycle without a helmet, visiting a park after hours, trespassing, dog off leash, lewd conduct in a parked car, alcohol possession and public intoxication. Warnings are provided and field interview cards are completed in most circumstances, citations are issued on occasion, and police or sheriff are called for back-up when appropriate. As indicated above, warning and citation information appear on Ranger logs. This information is not provided to the public at large, but is provided upon request, in conformance with the Freedom of Information Act. Statistics created by instances requiring police or sheriff involvement are reported by the respective agency in accordance with their policies.

F-08. The District Board of Directors does not require that an annual report from the Ranger Program be compiled, presented and made available to the general public.

The Park District concurs.

F-09. The current Web site of the District has limited information about the Ranger Program.

The Park District concurs, however, approximately one-year ago the District placed its Rules and Regulations onto its web site and several months ago it placed a description of the Park Ranger authority onto its web site. The District will also place an informative article on the Ranger Program within an upcoming edition of its Reporter (a class and information listing that is sent to every residence within the communities of Oak Park and Simi Valley).

F-10. Loitering by homeless persons and gang activity on District property is increasing and frequently requires assistance from either SVPD or VCSD.

The Park District concurs in part. The frequency of homeless and gang activity has ebbed and flowed for a long time, and it has existed primarily at two of the Park District's facilities. Park Rangers and Simi Valley Police officers work together frequently at these two locations to handle problems and reduce the frequency of issues. Unfortunately, eliminating gangs and homeless problems is not possible within the confines of the law. It is not a crime to loiter in a public park, and civil and personal property rights extend to everyone, regardless of their status or affiliation. The Park District increases its ranger coverage at these problem areas when appropriate.

F-11. The SVPD is the primary law enforcement agency providing police services to District properties within city boundaries. (See Attachment 1.)

The District concurs. The Simi Valley Police Department acts as the primary law enforcement agency within Simi Valley, and the Ventura County Sheriff acts as the primary law enforcement agency for the community of Oak Park. The Park District provides parks and recreation activities to both communities.

F-12. The VCSD is the primary law enforcement agency providing police services to District properties within unincorporated areas of the County.

The District concurs. The Simi Valley Police Department acts as the primary law enforcement agency within Simi Valley, and the Ventura County Sheriff acts as the primary law enforcement agency for the community of Oak Park. The Park District provides parks and recreation activities to both communities.

F-13. No formalized agreements exist requiring the SVPD or VCSD to provide additional patrol and enforcement on properties owned by the District.

The Park District concurs. Park District facilities are within the jurisdiction of either the SVPD or VCSD. Both of these agencies regularly patrol Park District facilities, and information is frequently exchanged between Park Rangers and other officers. There is no agreement in place to provide patrols above and beyond this existing level of coverage.

F-14. No formalized agreements exist with the SVPD or VCSD setting forth operational procedures and liability issues within the Ranger Program.

The Park District concurs in part. It is true that there is no formalized agreement between the Park District and the SVPD or the VCSD. However, there is ample authority governing agency interactions and responsibilities. For example, the Park District has a Board approved policy governing Park Ranger Operational Procedures (copy attached). These procedures clearly convey the primary role of a Park Ranger: enforce Park District Rules and Regulations. Paragraph J of Section 2203 expressly states that a Park Ranger “Works with other law enforcement agencies where a situation is beyond a Park Ranger’s control and expertise (i.e., drug violations), and works with police agencies in other areas of law enforcement that occur in the parks where assistance is required”. This policy is supported by Simi Valley Police Department General Order 0831 (attached to the attached Grand Jury Report). The procedures set forth in this authority have been respected by each agency for more than two decades. Although there is apparently no comparable VCSD policy, the tradition of past practice has successfully worked to protect residents.

F-15. The District has no formalized tracking system for noting responses by the SVPD or VCSD to incidents occurring on District property.

The Park District disagrees. The Park District obtains a copy of incident reports from the respective agencies, and regularly exchanges information with officers and administrative staff members on items of significance.

F-16. The District has had difficulty convincing the Ventura County District Attorney's Office (VCDA) to prosecute citations written by the Rangers.

The District disagrees. Very few of the District's citations are categorized as misdemeanors subject to prosecution by the VCDA. Misdemeanor citations, together with supporting documentation are filed in accordance with established procedures. The VCDA requests and the Park District Ranger Program provides additional information when needed. The Park District does not attempt to convince the VCDA to prosecute. The Park District understands that not every crime can or should be prosecuted, and it relies upon the judgment of the VCDA to make those determinations.

F-17. The District has plans in place to expand its property holdings and facilities.

The District concurs. Community growth requires more facilities. In addition to attempting to meet this expanding demand through the provision of additional developed park sites, the District also purchases and preserves open space to help protect habitats and view sheds and to provide less formal additional recreational opportunities (hiking, birdwatching, horseback riding, etc.).

CONCLUSIONS

C-01. The District does not adequately inform the general public of the mission, duties, and responsibilities of the Ranger Program. (F-06 through F-09)

The Report has not requested a District response to the conclusions of the Grand Jury.

C-02. A lack of awareness of the mission, duties, enforcement authority, and responsibilities of the Ranger Program has resulted in the District having difficulty obtaining criminal prosecution through the VCDA. (F-02, F-16)

The Report has not requested a District response to the conclusions of the Grand Jury.

C-03. The District Ranger Program is not staffed to carry out patrol duties on a 24-hour, seven-day-a-week basis, thus leaving the property and facilities vulnerable to criminal acts during the ten hours a day that rangers are not on patrol. Since the District has plans for expansion, additional Ranger staff may be required. (F-01 through F-04, F-13, F-17)

The Report has not requested a District response to the conclusions of the Grand Jury.

C-04. Without formalized agreements with city and county law enforcement, there is a likelihood that confusion and misunderstandings could result regarding jurisdictional responsibilities and expectations in the event of a significant incident occurring on District property. (F-02, F-11 through F-14)

The Report has not requested a District response to the conclusions of the Grand Jury.

C-05. The District and the general public does not have an accurate overall picture of crimes and incidents occurring on its properties. (F-07 through F-10, F-15)

The Report has not requested a District response to the conclusions of the Grand Jury.

RECOMMENDATIONS

R-01. The District should consider providing 24-hour, seven-day-a-week patrol coverage of its properties and facilities so that it can better address security needs. This could be accomplished by increasing the number of rangers or contracting with the SVPD and VCSD to provide additional patrol of District properties. (C-03)

The Park District will not implement this recommendation. The primary mission of Rancho Simi Recreation and Park District is to provide recreation activities and park facilities. The primary law enforcement authorities are the SVPD and VCSD. The Park Rangers supplement coverage and focus on compliance with adopted park rules and regulations. Contracting with the SVPD or the VCSD would require additional payment from the Park District to either or both of those agencies. Each agency already has primary law enforcement authority within their areas of responsibility, and each agency already patrols Park District facilities as a part of that responsibility.

The costs associated with either increasing ranger patrols, or contracting for more coverage would require a shifting of resources away from the provision of well maintained parks and recreational activities. The District believes that the cost of providing additional protection would far outweigh the cost of repairing the occasional damage done to the parks, after hours.

Residents of the District take great pride in their parks and do their best to make sure they are protected. The District frequently receives calls from park patrons and nearby residents alerting the District to problems to which the Rangers can then respond. The District welcomes these reports from individuals and normally responds in a timely and professional manner while protecting the identity of the informant. The fact that District residents care about their parks and want to protect them provides a level of supervision of the parks far greater than the results which would be obtained by hiring more Rangers.

R-02. The District should execute formal Memoranda of Understanding/Agreement with SVPD and VCSD defining the operational and jurisdictional interface between the Ranger Program and the two agencies. (C-04)

The Park District will not implement this recommendation. The District believes that there is ample authority governing agency interactions and responsibilities. For example, the Park District has a Board approved policy governing Park Ranger Operational Procedures (copy attached). These procedures clearly convey the primary role of a Park Ranger: enforce Park District Rules and Regulations. Paragraph J of Section 2203 expressly states that a Park Ranger "Works with other law enforcement agencies where a situation is beyond a Park Ranger's control and expertise (i.e., drug violations), and works with police agencies in other areas of law enforcement that occur in the parks where assistance is required". This policy is supported by Simi Valley Police Department General Order 0831 (attached to the attached Grand Jury Report). The procedures set forth in this authority have been respected by each agency for more than two decades. Although there is apparently no comparable VCSD policy, the tradition of past practice has successfully worked to protect residents. In short, Park Rangers call for back-up when necessary.

R-03. The District should establish a mechanism by which SVPD and VCSD report to the Ranger Program all crimes and incidents occurring on District property. (C-05)

The Park District has implemented this recommendation.

R-04. The District should update its official Web site to provide details about the mission and enforcement responsibilities of its Ranger Program. The site should also provide a statistical breakdown of crimes and incidents occurring on District property. (C-01, C-05)

The Park District has implemented this recommendation in part. Information about the mission and powers of Park Rangers has been posted onto the District's web site. The District will not provide a breakdown of crimes and incidents, except upon request. Significant violations of the law are reported in the records of the police and sheriff departments. Since most of the work of the Rangers consists of encouraging park patrons to follow the rules through the use of discussion and citations, providing "statistics" would not give a meaningful picture of the Rangers' work and contribution to the community. Further, publication of information on Ranger interactions with residents could be detrimental to the reputations of those residents and the organizations to which they belong. Park Rangers are directed to solve problems in a public relations oriented manner. When serious problems arise, they can call in the Police or Sheriff. This gives a progressive response to discipline.

R-05. An annual report about the Ranger Program should be prepared for the District Board of Directors. This report, as well as a brochure, should also be available to the public both on the Web site and in print. (C-01, C-05)

The Park District concurs in part. The District placed its Rules and Regulations together with a description of Park Ranger authority onto its web site. The District will also place an informative article on the Ranger Program within an upcoming edition of its Reporter (a class and information

listing that is sent to every residence within the communities of Oak Park and Simi Valley). This will be performed during the 2007 calendar year, and will: provide a description of Park Ranger qualifications including their extensive experience in law enforcement; emphasize the fact that the District has carefully selected the Rangers to ensure that they have skills in dealing with the public in a non-confrontational way; emphasize that the Ranger program is designed to establish relationships between the District and persons using park facilities which will encourage protection of park patrons and park property; state that the primary purpose of the Ranger program is to protect park patrons. Park Ranger reports are given to the Board of Directors on an as-needed basis, and this has been adequate.

R-06. The District should meet regularly with the VCDA to exchange information and better educate VCDA personnel about activities of the Ranger Program. (C-02).

The Park District will implement this recommendation in part. Given the infrequency of the issuance of misdemeanor citations, the Park District does not believe regular meetings need to occur. However, the Park District does believe that both agencies would benefit by meeting when circumstances suggest it would be beneficial. Staff believes that VCDA understands the Ranger Program and the authority of Park Rangers. Should this change, or other circumstances warrant it, a meeting will be scheduled.

BOARD ACTION REQUESTED

As stated above, the responses listed are proposed. The Board should review each response and determine whether or not acceptance or revision of the response is appropriate. Staff will incorporate any directed changes and thereafter tender the District's response to Presiding Judge Colleen Toy White, in accordance with the Report's instructions.



Larry Peterson
General Manager

GRAND JURY REPORT

county of ventura

Grand Jury
800 South Victoria Avenue
Ventura, CA 93009
(805) 477-1600
Fax: (805) 477-1610
grandjury.countyofventura.org

April 23, 2007

Rancho Simi Recreation and Park District Board of Directors
1692 Sycamore Drive
Simi Valley, CA 93065

To the Board of Directors:

Enclosed is a copy of the Ventura County 2006-2007 Grand Jury report titled, "Public Safety: Rancho Simi Recreation and Park District Ranger Program.

This report is being provided to you as the governing Board of Directors of the Rancho Simi Park and Recreation District. It is being provided to you two working days prior to its public release in accordance with the provisions of Penal Code §933.05(f). Please note that under the provisions of that code section no officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to public release by the Grand Jury.

Penal Code §933(c) requires that you respond to the report's recommendations within 90 days of submittal of this report to you. The requirements for your response are set forth in Penal Code §933.05(a) through (c). A summary of these requirements follows:

- State whether you concur, concur in part, or disagree with the Grand Jury's *findings*.
- Explain the reasons why you disagree in whole or in part with each applicable *finding*.
- For each applicable *recommendation*, state if it has already been implemented, will be implemented (with expected date of implementation), will not be implemented (with an explanation of the reason), or requires further study.

With your response, please include a copy of the minutes of your meeting at which you approved it.

Your response should be sent to:

Ventura County Grand Jury
800 S. Victoria Ave., L#3751
Ventura, CA 93009

In accord with Penal Code §933(c), a copy of your response must also be sent to:

Honorable Colleen Toy White, Presiding Judge
Superior Court of California, Ventura County
Hall of Justice, #2120
800 S. Victoria Avenue,
Ventura, CA 93009

Sincerely,



Alyce O. Klussman, Foreman
Ventura County 2006-2007 Grand Jury

Public Safety: Rancho Simi Recreation and Park District Ranger Program

Summary

During a protocol briefing on the operations of Rancho Simi Recreation and Park District (District) at the headquarters in Simi Valley, the 2006-2007 Ventura County Grand Jury (Grand Jury) was presented with information relating to the law enforcement aspects of its Ranger Program. Concerns resulting from that briefing led to an investigation into the level of service and information provided to the public by the Ranger Program. An additional concern was the District's lack of formalized working agreements with the Simi Valley Police Department (SVPD) and the Ventura County Sheriff's Department (VCSD).

The Grand Jury concluded that the District needs to better inform the public about the mission, duties, and responsibilities of the Ranger Program. The Grand Jury further concluded that the District does not have an accurate accounting of crimes and incidents occurring within its boundaries.

The Grand Jury recommends that the District develop a more formalized relationship with the SVPD and VCSD, especially in the area of collecting data regarding crimes occurring on District property. Additionally, the Grand Jury recommends that the District review the number of daily hours that its Ranger Program is in operation.

Background

The District is an independent special district governed by an elected Board of Directors. It currently owns 5,394 acres, which are located within the 113 square miles of its territory and include 48 parks with 80 miles of hiking trails. The District serves a population of approximately 141,000 residents, mainly those in the City of Simi Valley, as well as the community of Oak Park and other unincorporated County territory. Approximately two-thirds of the District lies within the city limits of Simi Valley, while the remainder of the District is in unincorporated areas of Ventura County.

The District has employed Rangers since September of 1986. According to the *Rancho Simi Recreation and Park District Ranger Program* manual, "The primary focus of the ranger program is to educate the public regarding maintaining safe parks for the enjoyment of all."

Rangers are duly sworn peace officers in the State of California pursuant to California Penal Code §830.31. They wear distinctive uniforms and have been authorized by the Board of Directors to carry firearms since 1995. The arming of the Rangers resulted from a gang shooting incident to which the Rangers responded. This incident occurred on the periphery of District park property within the City of Simi Valley.

Methodology

The Grand Jury received a briefing from District management. There were also follow-up telephone interviews with the SVPD and the VCSD regarding their operational working relationships with the District Ranger Program.

Findings

- F-01.** District Ordinance No. 2 [Ref-01] is an ordinance passed by the District Board of Directors. It establishes rules and conditions governing the use of District parks and facilities and participation in District programs.
- F-02.** Enforcement of Ordinance No. 2 is the responsibility of the Ranger Program.
- F-03.** The District Ranger Program currently has three full-time, five part-time, and three special-event rangers to patrol the properties within the District.
- F-04.** Rangers are on patrol seven days a week from 10:00 a.m. to midnight.
- F-05.** The Ranger Program compiles monthly statistics of their calls for service and ranger-initiated activities and incidents.
- F-06.** The Ranger Program does not provide periodic safety reports of any kind to the District Board of Directors.
- F-07.** The District and the Ranger Program do not provide information regarding District safety statistics to the public.
- F-08.** The District Board of Directors does not require that an annual report from the Ranger Program be compiled, presented and made available to the general public.
- F-09.** The current Web site of the District has limited information about the Ranger Program.
- F-10.** Loitering by homeless persons and gang activity on District property is increasing and frequently requires assistance from either SVPD or VCSD.
- F-11.** The SVPD is the primary law enforcement agency providing police services to District properties within city boundaries. (See Attachment 1.)
- F-12.** The VCSD is the primary law enforcement agency providing police services to District properties within unincorporated areas of the County.
- F-13.** No formalized agreements exist requiring the SVPD or VCSD to provide additional patrol and enforcement on properties owned by the District.
- F-14.** No formalized agreements exist with the SVPD or VCSD setting forth operational procedures and liability issues within the Ranger Program.
- F-15.** The District has no formalized tracking system for noting responses by the SVPD or VCSD to incidents occurring on District property.
- F-16.** The District has had difficulty convincing the Ventura County District Attorney's Office (VCDA) to prosecute citations written by the Rangers.

F-17. The District has plans in place to expand its property holdings and facilities.

Conclusions

- C-01.** The District does not adequately inform the general public of the mission, duties, and responsibilities of the Ranger Program. (F-06 through F-09)
- C-02.** A lack of awareness of the mission, duties, enforcement authority, and responsibilities of the Ranger Program has resulted in the District having difficulty obtaining criminal prosecution through the VCDA. (F-02, F-16)
- C-03.** The District Ranger Program is not staffed to carry out patrol duties on a 24-hour, seven-day-a-week basis, thus leaving the property and facilities vulnerable to criminal acts during the ten hours a day that rangers are not on patrol. Since the District has plans for expansion, additional Ranger staff may be required. (F-01 through F0-04, F-13, F-17)
- C-04.** Without formalized agreements with city and county law enforcement, there is a likelihood that confusion and misunderstandings could result regarding jurisdictional responsibilities and expectations in the event of a significant incident occurring on District property. (F-02, F-11 through F-14)
- C-05.** The District and the general public does not have an accurate overall picture of crimes and incidents occurring on its properties. (F-07 through F-10, F-15)

Recommendations

- R-01.** The District should consider providing 24-hour, seven-day-a-week patrol coverage of its properties and facilities so that it can better address security needs. This could be accomplished by increasing the number of rangers or contracting with the SVPD and VCSD to provide additional patrol of District properties. (C-03)
- R-02.** The District should execute formal Memoranda of Understanding/Agreement with SVPD and VCSD defining the operational and jurisdictional interface between the Ranger Program and the two agencies. (C-04)
- R-03.** The District should establish a mechanism by which SVPD and VCSD report to the Ranger Program all crimes and incidents occurring on District property. (C-05)
- R-04.** The District should update its official Web site to provide details about the mission and enforcement responsibilities of its Ranger Program. The site should also provide a statistical breakdown of crimes and incidents occurring on District property. (C-01, C-05)
- R-05.** An annual report about the Ranger Program should be prepared for the District Board of Directors. This report, as well as a brochure, should also be available to the public both on the Web site and in print. (C-01, C-05)

- R-06.** The District should meet regularly with the VCDA to exchange information and better educate VCDA personnel about activities of the Ranger Program.
(C-02)

Responses

Responses Required From:

Rancho Simi Recreation and Park District Board of Directors (R-01 through R-05)

Simi Valley City Council (R-02, R-03)

Ventura County Board of Supervisors (R-02, R-03)

Ventura County Sheriff (R-02, R-03)

Ventura County District Attorney (R-02, R-03, R-06)

Responses Requested From:

Simi Valley Police Department (R-02, R-03)

Attachments

1. Simi Valley Police Department, General Order 0831 (Park District Rangers)

References

- Ref-01.** Rules and Regulations Governing Use of District Facilities (on the Web at <<http://www.rsrpd.org/public/ordinances.pdf>>)

4.28

RECEIVED
DEC 18 2006
VENTURA COUNTY
GRAND JURY

PARK DISTRICT RANGERS
GENERAL ORDER 0831

Date of Last Revision: January 2005

4.28.01 POLICY

- A. It is the policy of the Department to establish operational policies and procedures with regard to members of this Department who come in contact with Park Rangers of the Rancho Simi Recreation and Park District. Department personnel are expected to provide appropriate law enforcement assistance to Park Rangers.
- B. Park Rangers of the Rancho Simi Recreation and Park District are peace Officers while on duty and may make arrests, conduct investigations, and complete reports involving criminal matters as necessary to protect Park District property. The Department shall retain final responsibility for all law enforcement matters occurring on Park District property within the City of Simi Valley.
- C. The primary duty of a Park Ranger is the protection of the parks and other property belonging to the Rancho Simi Recreation and Park District and the preservation of the peace therein.
- D. Nothing in this policy shall be construed to relieve an Officer of this Department of his or her responsibility to take appropriate enforcement action for any violation committed in his or her presence in any park or any other location.

4.28.02 PROCEDURE

A. INVESTIGATIVE RESPONSIBILITIES

- 1. Park Rangers of the Rancho Simi Recreation and Park District will normally conduct and handle to conclusion all infractions they become aware of that occur on Park District property while in the scope and course of their employment.
- 2. The investigation and documentation of all misdemeanor and felony crimes are and will remain the responsibility of this Department, with the following exceptions:
 - a. Misdemeanor violations (not requiring a crime report) of state law, and city or county ordinances.

B. ARREST AND BOOKING

- 1. Except in those cases noted in Section A (2) above, Officers of this Department shall assume responsibility for the arrest and booking of suspects in all crimes requiring follow-up investigation.
- 2. Warrant arrests made by Park Rangers of the Rancho Simi Recreation and Park District will be handled to conclusion by the arresting Ranger. This will include the transportation and booking at a County facility.

4.28

PARK DISTRICT RANGERS
GENERAL ORDER 0831

Page 2 of 3

3. Whenever a physical arrest and booking is made of a subject that is in possession of a vehicle, the disposition of that vehicle shall be the responsibility of the agency booking the arrestee.

C. IMPROPER ARRESTS

When a member of this Department becomes aware of an arrest affected by a Park Ranger that appears to be improper, the on-duty Watch Commander shall be notified immediately. It shall be the responsibility of the Watch Commander to make the final determination whether or not to accept custody of an arrestee.

D. EVIDENCE

1. Department Officers accepting custody of an arrestee from the Rancho Simi Recreation and Park District shall assume responsibility for all evidence and property associated with the arrest.
2. Evidence seized by Park Rangers will be retained by the Rancho Simi Park and Recreation Department in cases where Officers of this Department are not involved.

E. COMPLAINTS OF MISCONDUCT

1. In any case of a complaint of misconduct against a Park Ranger of the Rancho Simi Recreation and Park District, the complainant will be provided with the address and telephone number of the Park District Administrative Offices and advised to contact the Park District Operations Administrator. The address and phone number of the Rancho Simi Recreation and Park District is:

1692 Sycamore Drive
Simi Valley, California
(805) 584-4400

2. When misconduct constituting a crime is alleged against a Park Ranger, the Watch Commander shall ensure that the appropriate crime report is taken and a memorandum describing the allegation is completed. The memorandum and a copy of the crime report shall be forwarded to the Office of the Chief of Police.

F. ACCESS TO CRIMINAL HISTORY INFORMATION AND DEPARTMENT RECORDS

Park Rangers of a local agency are authorized by the California Department of Justice to receive criminal history information. Therefore, whenever a Park Ranger of the Rancho Simi Recreation and Park District requests information either from Department records or through the Department's CLETS terminal, that information will be provided and logged in accordance with existing Department policy.

G. RADIO COMMUNICATIONS

4.28

PARK DISTRICT RANGERS

GENERAL ORDER 0831

Page 3 of 3

Park Rangers of the Rancho Simi Recreation and Park District are authorized to use this Department's radio net to contact this Department when necessary. The designated call signs of the Park Rangers are: Ranger 1, Ranger 2, etc.

(This page intentionally blank)

**PARK DISTRICT RANGER SCHEDULE
JUNE 1, 2007 - JUNE 28, 2007**

Rancho Simi Recreation and Park District
RANGER SCHEDULE: June 1, 2007 - June 28, 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <i>Simi Valley</i> Yocum 3:30-12:00 DeRosa 3:30-12:00 DeLong 3:30-12:00	2 <i>Simi Valley</i> Yocum 3:30-12:00 DeLong 3:30-12:00 <i>Oak Park</i> Schweiger: 3:30-12:00 Special Event Lorenze: Stratheam
3 <i>Simi Valley</i> Yocum 3:30-12:00 DeLong 3:30-12:00 <i>Oak Park</i> Schweiger: 3:30-12:00	4 <i>Simi Valley</i> Yocum 3:30-12:00 DeRosa 3:30-12:00 DeLong 3:30-12:00 <i>Oak Park</i> Schweiger: 3:30-12:00	5 <i>Simi Valley</i> Yocum 3:30-12:00 DeRosa 3:30-12:00 DeLong 3:30-12:00	6 <i>Simi Valley</i> DeRosa 3:30-12:00	7 <i>Simi Valley</i> DeRosa 3:30-12:00	8 <i>Simi Valley</i> Yocum 3:30-12:00 DeRosa 3:30-12:00 DeLong 3:30-12:00	9 <i>Simi Valley</i> Yocum 3:30-12:00 DeLong: 3:30-12:00 <i>Oak Park</i> Kirk: 3:30-12:00
10 <i>Simi Valley</i> Yocum 3:30-12:00 DeLong: 3:30-12:00 <i>Oak Park</i> Kirk: 3:30-12:00	11 <i>Simi Valley</i> Yocum 3:30-12:00 DeRosa 3:30-12:00 DeLong 3:30-12:00	12 <i>Simi Valley</i> Yocum 3:30-12:00 DeRosa 3:30-12:00 DeLong 3:30-12:00	13 <i>Simi Valley</i> DeRosa 3:30-12:00	14 <i>Simi Valley</i> DeRosa 3:30-12:00	15 <i>Simi Valley</i> Yocum 3:30-12:00 DeLong 3:30-12:00 <i>Oak Park</i> Schweiger: 3:30-12:00	16 <i>Simi Valley</i> Yocum 3:30-12:00 DeLong: 3:30-12:00 Special Events Lorenze: OPCC Kirk: RSSCC Schweiger: RSSCC Higgins: RSSCC
17 <i>Simi Valley</i> Yocum 3:30-12:00 DeLong: 3:30-12:00 <i>Oak Park</i> Schweiger: 3:30-12:00 Special Event Higgins: RSSCC Lorenze: RSSCC	18 <i>Simi Valley</i> Yocum 3:30-12:00 DeRosa 3:30-12:00 DeLong 3:30-12:00	19 <i>Simi Valley</i> Yocum 3:30-12:00 DeRosa 3:30-12:00 DeLong 3:30-12:00	20 <i>Simi Valley</i> DeRosa 3:30-12:00	21 <i>Simi Valley</i> DeRosa 3:30-12:00	22 <i>Simi Valley</i> DeRosa 3:30-12:00 DeLong 3:30-12:00 <i>Oak Park</i> Schweiger 3:30-12:00	23 <i>Simi Valley</i> DeLong: 3:30-12:00 <i>Oak Park</i> Schweiger 3:30-12:00
24 <i>Simi Valley</i> DeLong: 3:30-12:00 <i>Oak Park</i> Schweiger 3:30-12:00	25 <i>Simi Valley</i> DeLong: 3:30-12:00 DeRosa 3:30-12:00	26 <i>Simi Valley</i> Yocum 3:30-12:00 DeRosa 3:30-12:00 DeLong 3:30-12:00	27 <i>Simi Valley</i> DeRosa 3:30-12:00	28 <i>Simi Valley</i> DeRosa 3:30-12:00		

**PARK DISTRICT POLICY REGARDING
PARK RANGER OPERATIONAL PROCEDURES**

PARK RANGER OPERATIONAL PROCEDURES

Purpose **2200**

The Park Ranger operational procedures policy contains the instructions and procedures needed for each Park Ranger to effectively fulfill the requirements of the Park Ranger position. Every Park Ranger will be expected to know the information contained in the policy. Sections of the California Penal Code (CPC) are referred to, and Park Rangers are to familiarize themselves with these codes.

- A. All policies issued to Park Rangers are district property and must be returned upon termination of employment with the district.
- B. A Park Ranger, using the policy as a guide, is expected to do the assigned job in such a manner as to inspire the confidence and respect of the public in the Park Ranger.

Policy **2201**

It is the policy of the Rancho Simi Recreation and Park District for Park Rangers to patrol and police the areas and facilities under the jurisdiction of the district. In order for the Park Rangers to effectively perform these duties, each Park Ranger must have a thorough knowledge of the district, City of Simi Valley, County of Ventura, and State of California regulations to be enforced and a thorough understanding of the intent and purpose for these regulations. In addition, the Park Ranger must know the general duties of a police officer, plus the district's policies and objectives.

As conditions and procedures change, additions, deletions and amendments will be made to the policy's contents. A provision is made at the end of this policy for such changes. Park Rangers will be given the changes or additions in a written form which is to be inserted at the back of the policy. Upon receipt of the change, the Park Ranger will consider it as a basic part of the policy and will be held responsible for the information.

Organization of Park Ranger Patrol **2202**

The Park Ranger patrol reports directly to the Park Operations and Maintenance Administrator.

Ranger Rank Structure and Duties **2203**

A Park Ranger who is given an assignment for patrol and security of the district's parks has the following duties:

- A. Explains and interprets park rules and other applicable regulations to patrons of the district's park and recreational facilities, and ensures compliance with those rules and regulations;

Date Adopted: December 20, 2001 (revised)

Type of Policy: Board of Directors

- B. Provides crowd control and enforces safety at special events;
- C. Protects park patrons and park employees against unruly elements;
- D. Provides assistance in emergencies, enforces safety precautions and administers first aid when necessary;
- E. Ensures adherence to parking rules within the parks;
- F. Checks security of buildings against fire, vandalism, damage and theft;
- G. Investigates and takes the necessary action on disturbances, violations of park rules and other applicable regulations, and investigates accidents and injuries, and hazardous conditions;
- H. Makes arrests and prepares necessary reports for offenders where there is willful and deliberate violations of park rules. This is a last resort used only after all other avenues of enforcement have proved unsuccessful;
- I. Issues warnings and/or citations, when necessary, to park patrons who violate park rules;
- J. Works with other law enforcement agencies where a situation is beyond a Park Ranger's control and expertise (i.e., drug violations), and works with police agencies in other areas of law enforcement that occur in the parks where assistance is required;
- K. Patrols assigned areas on foot or in a patrol vehicle;
- L. Keeps a record of patrol time and activities and prepares reports;
- M. Obeys and properly executes orders issued by the Park Ranger's supervisors; and
- N. Performs other related duties as required.

Appearance and Dress

2204

The following dress code will apply to Park Rangers:

- A. With the exception of uniform shoes, the Park Ranger uniform will be issued without cost to the Park Ranger;
- B. Uniforms must be clean and neatly pressed at all times. Articles of civilian clothing are not to be worn with the uniform. A yellow raincoat is the only extra covering permitted;
- C. The Park Ranger uniform is only to be worn while on duty, or going to and from work; and
- D. While in uniform, a Park Ranger must be well-groomed and clean shaven in appearance. The wearing of a beard or extra long hair is not considered appropriate in conjunction with the uniform. A neatly trimmed moustache is permitted.

Public Relations

2205

Through their actions and demeanor, the Park Ranger must impress on the public the idea that the mission of the Park Ranger is to advise, assist and protect them.

Rules of General Conduct for Park Rangers

2206

- A. Park Rangers will at all times, on duty or off duty, conduct themselves in such a manner that they will not bring discredit to themselves or the district;
- B. No Park Ranger will knowingly violate district rules, city or county ordinances, state and federal laws;
- C. A Park Ranger will promote and practice effective public relations at all times while on duty;
- D. Maintain good relations with other district employees;
- E. Not use language which is threatening or insulting in contacts with the public while on duty;
- F. Refrain from accepting or soliciting gifts or bribes;
- G. Use district property only in the performance of duties;
- H. Accept and perform in a competent manner any special assignment which is not a normal part of Park Ranger work;

Date Adopted: December 20, 2001 (revised)

Type of Policy: Board of Directors

- I. Observe domestic obligations concerning family support, credit, indebtedness and the like to the extent that deficiencies in these matters may reflect upon or prevent the performance expected of a Park Ranger;
- J. Unless it is in the process of investigating a crime, a Park Ranger will not enter a bar or any other premise or establishment where the Park Ranger's presence in uniform might bring discredit to the district; and
- K. A Park Ranger will know the means and procedures for seeking the services of other agencies such as fire, police, sheriff, health, civil defense, ambulance, hospital, and other services which may be needed in emergencies.

Conduct Towards Others

2207

Park Rangers will conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and other units of the district.

Park Rangers will not intentionally antagonize any person with whom they come in contact, and will treat all persons in a respectful, courteous and civil manner.

Park Rangers will not at any time, or for any reason, willfully subject any person or animal to cruel treatment or willfully neglect necessary humane action. The penalty for any Park Ranger found guilty of willful inhumanity or oppression toward any prisoner in the Park Ranger's custody is punishable by a fine not exceeding \$2,000 and by removal from office (CPC Section 147).

In addition, the victim may also bring a civil action against the Park Ranger.

Relations with the Press

2208

- A. Release of Information: Until approval has been given to do so by the Park Operations and Maintenance Administrator, no Park Ranger will release any information to the press or other news media .
- B. Information on Patrons: At no time will any information be given to anyone concerning the actions of minors or the actions of anyone in the parks unless the report is given to the police department, sheriff's department or authorized district staff. All members of the press should be referred to the police department, sheriff's department or the Park Operations and Maintenance Administrator.

Park Ranger Authority

2209

Date Adopted: December 20, 2001 (revised)

Type of Policy: Board of Directors

The Park Ranger will have the power and authority of a peace officer (CPC Section 830.31) and be charged with the responsibility of enforcing all applicable laws, regulations and ordinances within all recreation areas and facilities owned, operated or under the jurisdiction of the Rancho Simi Recreation and Park District, including those areas operated or supervised through contractual agreement.

The power and authority granted to Park Rangers by this policy extends beyond the limits of defined recreational areas and facilities to the extent only that pursuit is necessary and prudent in the apprehension of a person or persons observed committing vandalism or a felony level crime within the boundaries of a recreational area or facility for which the Rancho Simi Recreation and Park District is responsible.

Use of Force by a Park Ranger

2210

- A. Use of Force: A Park Ranger must use no more force in effecting an arrest than necessary. If more force than necessary is used, the action becomes a trespass on the arrested person and the Park Ranger may then be held civilly liable for the trespass and may be prosecuted criminally for assault and battery of the arrestee.
- B. How Much Force: There is no specific rule fitting all cases as to how much force and means may be used in an arrest, and each case must be determined in the light of its own facts and circumstances. The person making an arrest is acting lawfully if the force and means used are such as would be considered necessary by an ordinary, reasonable person placed in the same position.
- C. Evidence Supporting Use of Force and Arrest: It is extremely important that the Park Ranger secure and retain any article or information which can be used later to show justification of the Park Ranger's use of force or arrest and proof that a crime was committed. Any evidence collected or confiscated will be put in the evidence locker and a written note will be made in the daily log. It is extremely important that the words, actions or conduct of a Park Ranger be such that charges of false arrest or illegal use of force will not be forthcoming.

Report Procedure

2211

- A. Reporting for Duty:
 - (1) Park Rangers must report for duty early enough to start their assignments on time.
 - (2) If for any reason a Park Ranger will not be able to report for duty, they must notify their supervisor at least two (2) hours in advance of the assigned starting time, when

possible, so that the supervisor will have time to make necessary adjustments in assignments.

- (3) If a Park Ranger knows they are going to be late, the Park Ranger must notify the supervisor as soon as possible. If this happens while en route to work, the Park Ranger must phone the immediate supervisor even if it is past starting time.
- B. Shifts: Different shifts will be determined by the needs of the district and assigned by the Park Operations and Maintenance Administrator.
- C. Written Daily Log: At the end of a shift, the Park Ranger must turn in a Park Ranger Activity Report, Form P-140. Be sure to report any unusual incidents in the log.
- D. Going Off Duty: If being relieved by an oncoming Park Ranger, the outgoing Park Ranger is responsible for notifying the relieving Park Ranger of any special instructions or any unusual incidents that occurred during the outgoing shift.

Training

2212

The following training or certificates are required:

- A. A Park Ranger must have or obtain within six months of employment a valid CPR and first aid certificate;
- B. All full-time Park Rangers must have a Peace Officers Standard of Training (P.O.S.T.) law enforcement certificate before receiving a permanent appointment;
- C. Mandatory citizenship requirement for California Peace Officer. (See (1983) 23 Santa Clara L. Rev. 691.);
- D. Additional training in appropriate activities may be arranged by the district. The Park Operations and Maintenance Administrator must be contacted in order to obtain the necessary approvals and the training staff, if necessary.

Badges and Identification Cards (I.D.)

2213

- A. Issuance: A property form will be completed when a badge and I.D. card are issued to any Park Ranger. A copy of the form will be kept on file at the district. Upon termination of the Park Ranger, the badge and I.D. card will be returned before termination papers are processed.

- B. Lost or Stolen Badges and I.D. Cards: If a badge or I.D. card is lost or stolen, the Park Ranger must make a written report (Form P-181) to the Park Operations and Maintenance Administrator describing the circumstances through which the item was stolen or lost.

Patrol Vehicles

2214

Operation of the Patrol Vehicles: The Park Ranger vehicle will not be driven over the posted speed limits in any area of the City of Simi Valley or County of Ventura unless for the purpose of an emergency.

Should the patrol vehicle be driven at a speed in excess of the posted speed limit, the emergency lights will be used.

Personnel Policies and Procedures

2215

- A. Background Investigation: All prospective Park Rangers will have a thorough background investigation conducted on them. The results must be satisfactory to the district before an individual is hired.
- B. Annual Leave, Injury or Illness on the Job: The district's policy regarding annual leave, injury or illness on the job will be followed.
- C. Discipline: Discipline will be handled in accordance with the district's policy and procedures.
- D. Grievance Procedure: Grievances will be handled in accordance with the district's policy and procedures and the employer/employee memorandum of understanding (MOU).
- E. Requirements for Driver's License: Possession of a valid California Class 3 driver's license is required of all Park Rangers. Any Park Ranger who loses their driver's license through revocation or suspension must report this information to the Park Operations and Maintenance Administrator. Failure of a Park Ranger to maintain a valid driver's license at all times, or failure to report the loss, suspension or revocation of the Park Ranger's driver's license for any reason will be considered grounds for disciplinary action.

Arrest

2216

- A. All Felony Arrests: Felony arrests made by a Park Ranger will be turned over to the police in the city, and to the sheriff's department in the unincorporated areas of the county.
- B. Infractions and Misdemeanors – Adults: All infraction and misdemeanor arrests will be processed according to the California Penal Code (CPC Sections 837 to 853.6).

Chapter: 2
PERSONNEL
Policy: 2-2200-H

- C. Infractions and Misdemeanors – Juveniles: All infraction and misdemeanor arrests will be processed according to the California Welfare and Institute Code (CWIC) (CWIC Sections 601 to 626.5).

Date Adopted: December 20, 2001 (revised)

Type of Policy: Board of Directors