



# Parks and Recreation

Admin Policies and Procedures

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# RIGHT-TO-KNOW Policy

## I. Introduction

Lower Makefield Township ("Agency") is a local agency for purposes of the Pennsylvania Right-to-Know Law. As such, any Record in the possession of the Agency shall be presumed to be a public record, except in the following circumstances:

- (a) The record is exempt under the Right-to-Know Law;
- (b) The record is protected by the attorney-work product doctrine, the attorney-client privilege, or other privilege recognized by a court interpreting the laws of the Commonwealth of Pennsylvania; or
- (c) The record is exempt from disclosure under any other federal or state law or regulation, or judicial order or decree.

The term "Record" includes any document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically, and data-processed or image-processed document. Non-public records shall not be disclosed.

Requests for public records can be made by any person or who is a legal resident of the United States. Requests to the Agency can also be made by other Pennsylvania agencies.

## II. Procedures

Requests for records must be made in writing.

The Agency has designated, Kurt M. Ferguson, to act as the Open-Records Officer ("Officer"). The Officer's contact information is set forth below:

Kurt M. Ferguson  
Township Manager  
Lower Makefield Township  
1100 Edgewood Road  
Yardley, PA 19067  
Phone: 267-274-1100  
FAX: 215-493-3053 Email:  
[admin@lmt.org](mailto:admin@lmt.org)

This information will be made available on the Agency's website. Questions regarding this policy or the Right-to-Know Law should be directed to the Officer at the telephone or e-mail address listed above.

All requests must be addressed to the Officer, and all such requests must be submitted in writing, and may be submitted either in person or by mail, fax, or e-mail. In

the event that a written request for records is addressed to an Agency employee other than the Officer, the Agency employees shall promptly forward such requests to the Officer.

Unless otherwise required by law, a written request need not include any explanation of the requester's reason for requesting the records or the intended use of such records. The Agency shall assign a tracking number to each filed form so as to track the Agency's progress in responding to requests under the Right-to-Know Law.

Prior to granting a request for access in accordance with the Right-to-Know Law, the Agency may require a requester to prepay an estimate of the fees authorized by law if the fees required to fulfill the request are expected to exceed \$100.00. Copies made at 25 cents per page.

A record being provided to a requester shall be provided in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. The Agency shall not be required to create a record which does not currently exist or to otherwise compile, maintain, format or organize a record in a manner in which it does not currently compile, maintain, format or organize such record.

Upon receipt of a written request for a public record, the Officer shall do the following:

- (a) Note the date of the receipt on the written request;
- (b) Compute the day on which the five-day period will expire, and make a notation of that date on the written request; and
- (c) Create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

There is no limit on the number of public records a single requester may seek. A request of a public record may be denied only to the extent it is duplicative of a prior request by the same requester.

### III. Agency's Response

Upon receipt of a written request for access to a record, the Agency shall make a good faith effort to determine if the record requested is a public record and whether the Agency has possession, custody or control of the identified record. When doing so, the Agency will respond as promptly as possible under the circumstances existing at the time of the request. Under the Right-to-Know Law, the Agency must send a response within five (5) business days of receipt of the written request for access, or else the written request shall be deemed denied.

Upon receipt of a written request for access, the Officer shall determine if one of the following applies:

- (a) The request for access requires redaction of a record in accordance with the Right-to-Know Law;
- (b) The request for access requires the retrieval of a record stored

- in a remote location;
- (c) A timely response to the request for access cannot be accomplished due to *bonafide* and specified staffing limitations;
- (d) A legal review is necessary to determine whether the record is a record subject to access under the Right-to-Know Law;
- (e) The requester has not complied with the Agency's policies regarding access to records;
- (t) The requester has been notified of the applicable fees authorized by the Right-to-Know Law and has refused to pay them; or
- (g) The extent or nature of the request precludes a response within the required time period of five (5) business days.

Upon a determination that one of the factors listed above applies, the Officer shall send written notice to the requester within five (5) business days of receipt of the request for access. The notice shall include a statement notifying the requester that the request for access is being reviewed, the reason for the review, a reasonable date that a response is expected to be provided, and an estimate of applicable fees owed when the record becomes available. Upon notification to the requester that the records are available, the Agency must keep the records for 60 days.

If the date that a response is expected to be provided is in excess of thirty (30) days following the five (5) business days allowed for above, the request for access shall be deemed denied unless the requester has agreed in writing to an extension to the date specified in the notice. If the requester agrees to the extension in writing, the request shall be deemed denied on the day following the date specified if the Agency has not provided a response by that date.

## Sexual Harassment

Lower Makefield Township (“the Township”) is committed to providing a work environment where everyone is treated with respect and dignity and that is free from conduct of a sexually harassing or discriminatory nature. Sexual harassment and discrimination violate the Township’s policy, state and federal law, and undermines the Township’s ability to provide a safe and productive workplace and to effectively serve the residents of the Township. Engaging in sexually harassing conduct will subject an employee to disciplinary action, up to and including termination of employment. This policy applies with equal force to any Township employee, manager, supervisor, vendor, and any other person having business with the Township either in the workplace or in any work-related activities outside of the office or designated work area.

### Definition of Sexual Harassment

Sexual harassment can include, but is not limited to, the following:

- An unwanted physical advance or verbal approach of a sexual nature.
- Subtle or overt pressure for unwanted sexual involvement.
- Unwanted sexual gestures, or comments or references to one's physical appearance, sexual or gender orientation, or sexual activities.
- Unwanted physical contact.

- A request for sexual favors with the implicit or explicit threat that agreeing to submit to the request is a term or condition of employment or that rejecting the request will be used as a basis for decisions affecting employment.
- Any comment or action that denigrates a person based upon gender, sexual orientation, or gender orientation.
- Display of or transmittal of item through email that may be deemed sexual even if not explicitly pornographic.
- Offensive or sexually suggestive words, signs, jokes, cartoons, pictures, innuendos, posters, e-mail jokes, or statements, or pranks.
- Any other physical or verbal conduct of a sexual or gender-based nature that has the purpose or effect of unreasonably interfering with the employee's work performance or that creates an intimidating, hostile, or offensive work environment.

The Township further recognizes that anyone can be a victim of sexual harassment, regardless of their gender and the gender of the harasser and that sexual harassment may also occur between people of the same gender.

## Reporting Procedures

If an employee feels he or she has been the target of sexual harassment, the employee is encouraged to inform the individual engaging in the offending conduct that the behavior or comment is unwelcome and needs to stop. If the employee is unable to address or is uncomfortable in addressing the harasser, or if the communication to stop has not been effective

In stopping the harassment, the employee should report the incident, conduct, behavior, or language to the employee's Department Head and in the case of pool employees, a pool manager or assistant manager. Any person responsible for receiving sexual harassment complaints shall hereinafter be referred to as a "designated person." An employee who believes that he or she has knowledge of or witnessed sexual harassment should also report the conduct a designated person.

The Township recognizes that there may be occasions where the employee is uncomfortable with or unable to file a complaint with his or her designated person (e.g. in a case where an employee is being harassed by a supervisor). In such an event, an employee may report the complaint to the Township Manager, the Assistant Finance Director, or the Chief of Police.

Upon reporting harassment, the employee will be asked to prepare a written statement setting forth as many details of the incident as possible, including time, date, place, details of the incident, and any possible witnesses. Employees are encouraged to save and present any documentation of an incident, if available.

## Investigation

The Township takes all complaints of sexual harassment seriously and will promptly and thoroughly investigate every complaint. Every effort will be made to keep an investigation confidential, however, that it not always possible. All individuals involved in the investigation shall be encouraged to maintain confidentiality. Any evidence, including written statements as well as the final report shall remain strictly confidential.

When a designated person or the Township Manager, Assistant Finance Director, or Chief of Police receives a complaint of sexual harassment, he or she will:

- speak with the employee to learn what outcome he or she wants, ensure the employee understands the procedures for investigating the complaint, and review with the employee the written statement to fully understand who should be interviewed and what evidence should be collected;
- develop a plan of action to conduct the investigation;
- conduct a thorough and prompt investigation of the complaint;
- author a report detailing the evidence collected and witness statements and providing a conclusion as to the designated person's findings. This report shall also include a determination of whether other employees have been or are being sexually harassed by the subject of the investigation and also whether any other employees participated in or encouraged the sexual harassment. This report shall remain strictly confidential.
- inform the employee, the alleged harasser, the Township Manager and any other directly involved persons of the outcome of the investigation;
- discuss with the employee the potential disciplinary options that the Township may elect to exercise including but not limited to informal counseling or mediation, an informal reprimand, a formal reprimand, corrective measures, such as individual sexual harassment training, preventative measures, such as department-wide sexual harassment training, suspension, and termination;
- ensure the employee understands that he or she may pursue a formal complaint outside of the Township if he or she is not satisfied with the outcome of the investigation and the relevant legal framework to do so.

The designated person and the Township shall be responsible for protecting the security and confidentiality of all collected evidence, any written report, statement, or documentation, and the file written report. All files that have been compiled during an investigation shall be maintained in a secure, locked location.

## Anti-Retaliation Policy

The Township will not in any way retaliate against an employee who makes a report of sexual harassment in good faith, or who participates in the investigation of a complaint, nor will it permit any employee to do so. Retaliatory action against anyone filing a complaint or participating in an investigation of a complaint is a violation of the Township's policy. Any individual who engages in retaliation or retaliatory behavior will be subject to disciplinary action, including, but not limited to termination of employment.



# WORK CONDITIONS AND STANDARDS OF CONDUCT

## Disciplinary Action

Employees have an obligation to observe and follow the Township's policies and procedures and to maintain appropriate standards of conduct at all times. Noncompliance will be subject to progressive disciplinary action and, in some cases, may lead to immediate termination of employment. In some instances, employee misconduct may be addressed informally. When formal disciplinary action is warranted, the steps set forth below will be followed to the extent possible. However, the Township reserves the right to decide the form, order, and manner of discipline to be administered. Nothing in this section changes an employee's at-will status or the rights and obligations under any valid employment or collective bargaining agreement, nor does anything in this policy require the Township to adhere to any of the below steps in making or executing any employment decision, up to and including termination.

## Progressive Discipline

**Verbal Warning:** The Department Head, Direct Supervisor, or Township Manager discuss the nature of the violation and expected remedy with the employee.

**Written warning:** When an offense is repeated or continued after a verbal warning, the Department Head, Direct Supervisor, or Township Manager will issue a written warning which states the nature of violation and expected remedy. If the problem remains uncorrected, the employee's position may be affected.

**Suspension:** When an employee's performance does not improve following verbal and written reminders, or if the employee is again in violation of Township practices, rules or standards of conduct, the employee will be placed on suspension ranging in duration of three (3) to five (5) business days. All suspensions are unpaid.

**Termination:** If after all steps to remediate the violation or failure of the employee to perform to required job requirements, the employee may be terminated.

If Department Head or Supervisor elects to proceed with informal verbal warnings, such warnings must be recorded.

## Ethics/Avoidance of Conflicts

The Township will comply with all applicable laws and regulations, including the guidelines of the Pennsylvania Ethics Commission and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. The successful business operation and reputation of the Township is built upon the principles of fair dealing and ethical conduct of our employees.

The Township is dependent upon our residents' trust and we are dedicated to preserving that trust. Employees owe a duty to the Township, its residents, and stakeholders to act in a way that will merit the continued trust and confidence of the public. If a situation arises where it is difficult to

determine the proper course of action, then the matter should be discussed openly with a supervisor or with the Township Manager or his or her designee for advice and consultation.

Employees are prohibited from engaging in conduct that creates actual or potential conflicts of interest. An actual or potential conflict occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or relative, as a result of the Township's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Township Manager as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Township does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Township, thus a conflict of interest is evident.

Compliance with this policy is the responsibility of every Township employee. Disregarding or failing to comply with this standard of business ethic and conduct may lead to disciplinary action, up to and including termination of employment.

## Political activity

The Township recognizes the rights of its employees, as citizens, to engage in political activity. However, Township property and Township time, paid for by taxpayers, may not be used for political purposes by employees when performing assigned duties. Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Township, including, but not limited to displaying political buttons, clothing, or any item denoting partisan political support or affiliation, collection and/or solicitation of campaign funds or campaign workers during assigned working hours, using Township equipment or resources for political activities, or other similar conduct. Township officials may not solicit contributions from employees for any political cause. The Township Manager and Department Heads shall be responsible for enforcing this policy.

## Outside Employment/Moonlighting

During their employment with the Township, employees may not take an outside job, either for pay or as a donation of their personal time that in any way presents a conflict of interest or competes with the Township.

Employees may hold an outside job that does not conflict or compete with the Township upon approval and authorization by the Township Manager. Approval will not be unreasonably withheld from outside employment that does not present a conflict of interest or otherwise present operational, ethical, or other concerns, as identified by the Township Manager. An employee who is approved to engage in outside employment remains obligated to satisfactorily perform his or her job responsibilities with the Township and comply with all Township scheduling demands,

regardless of any existing outside work requirements. If The Township determines that an employee's outside work interferes with performance or the ability to meet the requirements of a Township employee, the employee may be asked to terminate the outside employment if he or she wishes to remain employed.

## Hours of Operation

The Township building's regular office hours are Monday through Friday, excluding holidays, as follows:

Administration Building: 8:00 A.M. to 4:30 P.M.

Public Works: 8:00 A.M. to 3:30 P.M.

Parks and Recreation: 8:00 A.M. to 4:30 P.M.

## Work Schedule; Attendance and Lateness

Work hours will be scheduled by Department Heads or the Township Manager. Work schedule may be changed by the Township Manager to accommodate special events or when otherwise determined to be necessary.

Employees are expected to report and be ready to work at the beginning of their assigned start time and to reasonably complete their projects by the end of assigned work hours.

From time to time, it may be necessary for an employee to be late or absent from work. The Township is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact their supervisor well in advance of their normal report time or as soon as practical if they will be absent or late.

Absence from work for three (3) consecutive days without notification will be considered a voluntary resignation. Excessive absenteeism or tardiness will be documented and may result in discipline, including, but not limited to termination.

## Use of Township Property and Technology

The Township will provide its employees with the equipment and technology needed to do their jobs, including, but not limited to safety clothing and equipment, computers, phones, internet, email, voicemail, software, hardware and other technology and property. Employees are expected to exercise care in the use of Township's property and to use such property only for authorized business purposes. All activities, information and messages stored on Township property or in Township systems will be treated no differently from other business-related information and messages and are subject to monitoring and retrieval by the Township with or without notice to the employee. Negligence in the care and use of Township property or the unauthorized removal of such property from authorized locations, or its unauthorized conversion to personal use will be considered cause for discipline up to and including termination. An employee will be required to reimburse the Township for lost or damaged property due to negligence.

At all times ethical standards and common sense are expected to be applied when using and storing information on the company computers, phones or other equipment or systems. Township equipment and systems may not be used to commit infractions of law or of company policies. This

includes, but is not limited to, acts of fraud, sexual, racial or other unlawful harassment, misappropriation or theft of intellectual property, prohibited political activity, or misuse of the Township's assets or resources. No employee may use the Township's equipment and systems to transmit, view, send, display, download, print or store offensive materials. Offensive material includes E-mail, voice calls, voice mail, messages, documents, text, or images that are obscene, defamatory, slanderous, libelous, fraudulent, pornographic or sexually explicit, profane, or are used to threaten or harass, sexually or otherwise. Employees in violation of this policy will be subject to discipline, up to and including termination.

The Township does not condone the illegal duplication of software or other media and employees are prohibited from making or distributing unauthorized copies of the Township's software or other media and technology, or any copyrighted materials.

Some of the messages sent, received or stored in the e-mail or in other Township systems may be privileged communications between the Township and its attorneys, or other entities. Upon receipt of any such message, do not forward it or its contents to others inside the Township without the authorization of all parties. Never forward such messages or contents to any outsiders.

Property issued to an employee must be returned at the time that the employee terminates employment or at any time that their supervisor or the Township Manager or his/her designee requests its return.

## Use of Vehicles

From time-to-time employees may be asked to use their personal vehicle or township-owned vehicles (including, but not limited to: tractors, lawn mowers, etc.) for official business. The Township is committed to ensuring the safety of its employees and others on the road. An employee using his/her vehicle for business must have a valid driver's license and have current automobile insurance on the vehicle being used. The Township Manager has the right to confirm the status of these documents at any time. Employees shall promptly report any changes in the status of their license or insurance to the Township Manager or his/her designee.

Seat belts must be worn by all occupants of the vehicle when driving on Township business. Employees are prohibited from using a hand-held cell phone or device while operating a vehicle for business, whether the vehicle is in motion or is stopped at a traffic light. This prohibition includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages. If employees need to use their phones while driving, they must pull over safely to the side of the road or another safe location.

Township-owned vehicles shall be used only for authorized business and may be driven only by authorized employees. An employee who is charged with a moving violation while operating a Township-owned vehicle, or while driving on Township business must notify the Township Manager, supervisor, or Department Head as soon as safe and practical, but in no even shall such notification take longer than twenty-four hours. All accidents occurring while driving on Township business must be reported to the Township Manager immediately or as soon as practical.

Employees taking prescription medication or non-prescription drugs or substances that could impair their ability to drive must notify their supervisor or the Township Manager and disclose same. An employee will be asked to provide a physician's note confirming their ability to safely drive a vehicle while taking the prescription before being authorized to operate a Township vehicle

or otherwise drive on Township business.

Mileage Reimbursement for Personal Car Use: Employees shall be reimbursed at the IRS's Standard Mileage Rate for the use of their personal vehicle while on official Township business. Mileage between an employee's home and office is not reimbursable. Expense reports for mileage reimbursement must be provided to the Township Manager or his/her designee within the time and in the manner requested.

## Personal Appearance and Dress Code

Township Employees are expected to present a clean and professional appearance while conducting business, in or outside of Township offices. All employees should dress appropriately and safely for the tasks that they are performing, including wearing uniforms and protective gear, where required. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects the Township's image is not acceptable. Inappropriate clothing includes, but is not limited to cutoff shirts/shorts, sweatpants, jogging suits, clothing that shows undergarments, mesh shirts, baseball caps, ripped clothing, bare feet, clothing containing political statements, sexually suggestive slogans, or other similar wording of pictures.

When a supervisor observes an employee who is improperly dressed or groomed, the employee may be instructed to return home to change clothes and to return to work properly groomed or dressed. Repeated failure to come to work properly groomed or dressed may result in discipline up to and including termination of employment.

Requests for exceptions from the dress code for legitimately held religious beliefs should be directed to the Township Manager.

## Gifts

Township employees are prohibited from accepting anything of value, including any gift, service, favor, or loan from any individual, group, or entity that might reasonably be expecting to influence you in the discharge of your duties. All employees must comply with the Pennsylvania Public Official and Employee Ethics Act.

## Smoking

Smoking may occur only in designated smoking areas during break times. No smoking in Township vehicles is prohibited.

## Non-Disclosure of Confidential Information

All employees agree and acknowledge that, as a condition of their employment with the Township, they are prohibited from disclosing or using any of the Township's Confidential Information and trade secrets, either during or after their employment. The Township sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment assumes an obligation to maintain confidentiality, even after an employee ceases to be employed. Employees may be required to sign a Confidentiality and Non-Disclosure Agreement upon hiring, or at any time thereafter. Confidential Information includes but is not limited to: personal data of employees, volunteers, supervisors, or residents, compensation data, financial information, proposals pending with the Township, or any other information not publicly known.

Employees should direct members of the public seeking Township information to submit a Right to Know Law Request with the Township and all requested information may be disclosed pursuant to that process and consistent with the law. The Township Manager is the Right to Know Law Officer. All requests for information related to the police department should be directed to the Chief of Police.

Employees who improperly use or disclose confidential business information or trade secrets of the Township, will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not personally benefit from the disclosed information.

## Grievance Procedures

Grievance procedures for employees covered under a collective bargaining agreement shall be compliant with the terms therein. Unless procedures are otherwise provided for in this handbook, non-union employees shall bring any and all complaints first to their immediate supervisor.

## Workplace Violence Prohibited

All employees should treat others and expect to be treated with respect and courtesy. The Township does not tolerate any type of workplace violence committed or threatened by or against employees.

The following behaviors are prohibited and will lead to discipline up to and including immediate discharge: Causing physical injury to another person; engaging in any physical altercation; threatening violence in any way, threatening to, or intentionally damaging Township property or the property of another employee or non-employee who you come into contact with as part of Township duties; acting in an aggressive or hostile manner such to create a reasonable fear of injury or subjecting another to emotional distress. This list is not exclusive and alleged acts of workplace violence will be reviewed and evaluated individually.

Weapons are not permitted on Township premises or in a township vehicle or handled by an employee while on duty. Exceptions will be made where employee's job duties require the use of a weapon.

All threats and acts of workplace violence should be immediately reported to a Department Head or the Township Manager. Investigations and resolution of reports will be made in the same manner as harassment complaints.

## Social Media Policy: Personnel

### I. PURPOSE:

A. To establish a policy regarding use of social media and social networking by Lower Makefield Township employees, contractors, consultants and temporary staffing ("personnel"). This policy outlines the regulations for use of social media for official Township business and provides guidelines to assist personnel in making responsible decisions in using social media. This policy also serves to protect the Township's reputation and image (which are valuable assets in which Township has invested time and resources developing) as it must maintain the

trust and confidence of the public it serves.

B. The Township recognizes that social media can enhance communication, collaboration, and productivity and foster community outreach, citizen engagement and public education and participation.

C. The Township recognizes that the world of electronic communication is expanding rapidly. This policy is intended to address social media in general, rather than singular form of social media or networking, as advances in technology are constantly emerging. The use of the term social media therefore should be understood to mean a variety of things, including all means on communicating and posting information or content on the Internet.

Examples of social media platforms to which this policy applies includes but is not limited to:

- Personal blogs and websites
- Forums or message boards
- Facebook and Facebook Messenger
- Myspace
- YouTube
- Twitter
- Flickr
- Snapchat
- LinkedIn
- Digg
- Instagram
- VSCO

D. Social media also plays a significant role in the personal lives of numerous Township personnel. However, it must be formally and universally recognized that the personal use of social media has the potential to impact the Township, as well as individual members serving in their official capacity. As such, this policy provides information of a precautionary nature as well as restrictions on the use of social media by Township personnel.

E. Township Personnel are professionals and represent the Township in all aspects of their lives and should conduct themselves publicly in accordance with the responsibilities of public service. Personnel must maintain public confidence, not only in his or her professional capacity, but also in his or her online activities. Moreover, as personnel are necessarily held to a higher standard than general members of the public, the online activities of personnel of Lower Makefield Township shall reflect such professional expectations and standards.

F. Nothing contained in this policy shall be interpreted, construed or applied in any manner that would restrict an individual's First Amendment rights, the right to engage in concerted

activities for the purpose of collective bargaining or other mutual aid or protection, or any other activity protected by law.

Reminder: Individual employees have no expectation of privacy in their designated storage areas, as the entire computer and communications network is the property of Lower Makefield Township. Lower Makefield Township reserves the right to access, inspect, print, copy, examine, read, etc., any file or portion of its computer network.

## II. At-Work Use of Social Media

1. All electronic messages sent using social media on *behalf of the Township*, require prior authorization by the Township Manager or designee. The posting of any videos or photographs must be done in accordance with Township security policies and with specific authorization to post the video or photograph.
2. Disclosing confidential or privileged information on social media is prohibited. If you are unsure whether information is confidential or privileged, please speak with your supervisor.
- 3.

## Personal Use of Social Media

The Township recognizes that personal social media use that occurs outside of working hours and off Township premises are largely unrelated to the Township; however, certain types of communication by virtue of its subject matter may relate enough to the Township to result in review and discipline.

1. Use of personal social media during working hours or while on Township business is prohibited, whether or not such use is through a personal electronic device or Township computers, cell phones, or other technology resource. Employees may use their own electronic devices during unpaid breaks. Social Media sites may be blocked on work computers for employees who are not utilizing the sites as authorized on behalf of the Township. All postings must follow Township policies including the anti-discrimination and anti-harassment policies. Do not post any information that includes discriminatory, harassing, or threatening remarks or images, information that could create a danger of disruption in the work environment, knowingly or recklessly false or defamatory statements about a person or organization, or similar inappropriate or unlawful conduct.
2. No personnel are authorized to use the Lower Makefield Township Seal, letterhead, or any representation logo in connection with social media use unless approved by the Township Manager or designee.
3. Employees are encouraged to maintain a clear distinction between their personal social media use and their professional lives. Where an employee identifies himself or herself as Township employee, his or her online opinions may be interpreted as the opinions of the Township. Employees may not act in any manner that creates a false impression that they are communicating on behalf of or as a representative of the Township. Generally, to avoid misleading statements, employees are encouraged to include a disclaimer, such



as: “The views expressed on this site are my own and do not reflect the views of my employer.” Personnel may not make any statements, speeches, appearances, and endorsements on behalf of the Township; or publish materials that could reasonably be considered to represent the views or positions of this Township.

4. Employees shall not use their official Township email address for any reason not related to Township business. Including non-work-related business, personal use, or for creating or using a social media account.
5. Lower Makefield Township personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.

### Reporting Violations:

Personnel who become aware of or have knowledge of a posting or of any website or webpage in violation of the provision of this policy or any Township Policy, including the anti-harassment or anti-discrimination policies, should notify his or her supervisor, or other individual in accordance with Township Policies.

Personnel are prohibited from taking negative action against any individual for reporting a possible deviation from this policy or for cooperating in an investigation.

## Social Media Policy: Employee Posting on Official Township Sites

Township manager or designees must approve all posts. The individuals who approve and post should place their initials at the end of each post for accountability.

Designees and staff will only post respective department specific information.

Designees and staff will only post general information during working hours; emergency information may be updated by designees outside of these parameters.

Designees and staff will not respond to inquiries on social media; all inquiries will be redirected to [Admin@lmt.org](mailto:Admin@lmt.org).

Negative comments will be removed if they contain:

- Comments that do not directly relate to the information or comments posted or displayed by the Township.
- Vulgar or obscene language
- Defamatory content
- False, misleading or deceptive information or media
- Personal attacks or threatening or harassing activity of any kind
- Spam or links to other sites
  - Any content that constitutes, promotes, fosters, or perpetuates discrimination based on race, creed,

color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation, or any other classification protected by law

- Any comment that advocates or promotes illegal activity
- Promotion of commercial services, transactions, or products, or political organization
  - Non-public information concerning securities or that constitutes insider-trading or forwarding looking statements.
  - Content that infringes on copyrights, trademarks, trade secrets, licenses, or any other intellectual property of another.
- Confidential information such as social security numbers or financial account numbers.
  - Personal health information protected by the Health Insurance Portability and Accountability Act (HIPAA)
  - Information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations.

You must receive prior approval of any external photos used in posts; photos of specific person(s) must have coinciding photo release form on file.

## Risk Management Policy Statement

1. Lower Makefield Township Parks and Recreation is dedicated to protecting itself from perils beyond its control.
2. Accidental losses are a waste of valuable resources and can threaten our ability to deliver services to the public it serves.
3. To effectively continue in its service mission, Lower Makefield Township Parks and Recreation has adopted a prevention-oriented risk management culture.
4. The responsibility for risk management begins at the top and touches all levels of the organization.
5. In all it does, Lower Makefield Township Parks and Recreation will evaluate the risk of accidental losses and ensure that adequate risk management controls are in place to reduce the frequency and/or severity of losses.
6. Risk assessment and control shall be considered a core organizational characteristic. As such, all employees of the organization are expected to participate in this process.

Please see *Lower Makefield Township Risk Management Plan/Emergency Action Plan* located at [lmt.org](http://lmt.org) or in the Parks and Recreation Office at 1550 Oxford Valley Rd. Yardley, PA 19067 for more information.

## Operating Policy

1. The granting of a permit to meet at a Township Recreation Facility does not, in any way, constitute an endorsement by the Township of any group or its policies or mission.
2. The Park and Recreation Department reserves the right to deviate from any stated policies when necessary to mitigate special circumstances, which may occur as a result of the use of facilities.
3. The Park and Recreation Department reserves the right to revoke prior approval of the use of a facility or facilities to accommodate special events or requests by other parties. The previously approved user

group shall receive notification of the conflict by the Township at the earliest possible time, and all attempts will be made to accommodate the affected group for the rescheduling of the event.

4. The Park and Recreation Department reserves the right to refuse any application, revoke any approval of any application, and/or cancel the proposed event/activity which has been previously approved, upon receipt of evidence that said event or activity violates any Township policy, regulation or ordinance.
5. By its submission of an application, the applicant agrees that the Park and Recreation Department and Lower Makefield Township shall not be held responsible or accountable for any action taken in accordance with these policies, and shall be held harmless and immune from liability and suit by the applicant for its action taken pursuant to these usage policies.
6. Failure to comply with the criteria set forth in this Policy Statement may result in forfeiture of privileges and immediate revocation of any prior approvals.

## Security and Access Policy

- 1 Building and lighting keys will be distributed to Lower Makefield Township sanctioned leagues and organizations for their use during a given designated season. Keys and alarm codes will be distributed to only one person from each league or organization. The assigned person has sole responsibility to assure proper usage of the buildings and lighting control boxes. All keys shall be returned to the Park and Recreation Department at the end of the designated season.
- 2 There is a refundable security deposit required for the use of any Township key. This deposit is refundable only upon the return of the keys. Keys are available for pick-up only on the day of the scheduled event and must be returned during the following business day. Persons retaining keys which are not returned during that period will forfeit their deposit.
- 3 Township keys are not to be duplicated for any reason.
- 4 Any person, league or organization making use of a building and/or non-metered lighting shall have prior written permission from the Park and Recreation Department. All usage of the buildings at Township Parks and Recreation Facilities and any lighting usage for playing fields shall not deviate from any proposed schedule as submitted within the application without prior authorization from the Department. Any deviations of approved scheduled usage contained within the use permit on record at the Park and Recreation Department is cause for immediate return of the Township keys. Should it be deemed that a user has maliciously misused the rights associated with the possession of a Township key, prior permission to facility usage shall be revoked. The Park and Recreation Department shall determine when the user may regain access privileges to the requested facility.
- 5 Any person, league or organization who trips the alarm at Macclesfield Park without an emergency being present, may be required to reimburse the Township for costs associated with such an occurrence.

## Storage of Equipment

No items shall be stored in Township buildings without prior notification and the written approval of the Park and Recreation Department. All requests for storage of equipment must be made in writing to the Park and Recreation Department. A written response will be sent to the applicant stating whether the request is approved or denied.

# Fields and Facilities

## Overview

The Parks and Recreation Department has several Facilities, the policies listed below are generic for the overall department. There are more specific policies available for the Community Center, Dog Park, and The POOL at LMT.

## Concession Facilities

- 1 Township concession facilities use shall be limited to Lower Makefield Township sanctioned leagues and organizations.
- 2 Funds obtained from the sale of goods at concession facilities are to be used for sustaining or supporting the sanctioned organization or league. Paid workers or contractors are not permitted.
- 3 All leagues or organizations requesting the use of the facilities shall file a *Concession Facility Use Application* four weeks prior to the proposed usage date. If approved, a written permit will be issued. If the application is denied, the applicant shall be notified, in writing, as to the conditions of the denial.
- 4 Leagues and organizations using Township concession facilities must satisfy all Bucks County Board of Health regulations when handling food for public consumption.

## Field and Pavilion Rental/Permits

Residents may apply for park permits online at [www.register.communitypass.net/lowermakefield](http://www.register.communitypass.net/lowermakefield); At the time of application, applicants will be required to set up an account in order to complete the application process. Reservations are not set until reviewed by the Parks and Recreation Department. Once a permit is approved the applicant must have the permit on hand throughout the event and present or display it upon request.

## Field Policy

1. In order to avoid damage to the fields during the inclement months, there will be no scheduled usage of playing fields from December 15 through March 15.
2. In order to promote healthy turf and to facilitate its management, individual athletic fields are subject to a maximum weekly usage of approximately ten (10) hours. League field usage schedules, for both games and practices, must be submitted to the Park and Recreation Department and are subject to review and require the approval of the Department.
3. Tennis Courts and Pickleball Courts are open year-round.
4. All recreational facilities and equipment at the sites are to be used for their intended purposes only. Deviations from this policy must be granted prior approval, in writing, by the Park and Recreation Department. There shall be no temporary or permanent installation of any equipment on, or alterations to, Township property without the prior written approval of the Township.

### A. Rules and Regulations

All rules and regulations shall be adhered to as found in Lower Makefield Township Ordinance #135, Park Rules Regulations, as amended to date

## Park Pavilions

Pavilions may be reserved by renting them online at [register.communitypass.net/lowermakefield](http://register.communitypass.net/lowermakefield)

- If a Pavilion is rented, any persons in the pavilion must vacate for the paid renters. Renters must have a permit in hand.
- A paid renter must be able to produce a paid receipt either digitally or in paper format for staff and/or police.
- Pavilions not rented can be utilized on a first-come, first-served basis. Please check posted rental times/dates online.
- Pavilions cannot be saved (using decorations, coolers, tablecloths, etc.) without a person remaining in the pavilion always. Decorations, coolers, tablecloths will be set aside to allow other patrons to use the pavilion on a first-come, first-served basis.
- No outside grills are permitted. Stationary grills are for pavilion renters/users only.
- No inflatables or any other set up is allowed outside of the pavilions.
- Food trucks are only allowed for catering purposes to a paid rental. No sales are allowed.
- Pavilion rentals means only the pavilion is being rented. This does not include the playground, trails, grass, fields, parking or general area surrounding the pavilion.
- Renters are responsible for pavilion and grill clean up and can be subject to loss of deposit.
- No alcohol, tobacco, or amplified music allowed on premises.
- No nails, staples, boards, or other objects can be used to puncture any portion of the pavilion.
- All pavilion rentals are rain/shine. No refunds for inclement weather.
- Selling of any item is not permitted.

## Closing Recreational Facilities

The Parks and Recreation Director, at his or her discretion, is authorized to close facilities when he/she deems that use during foul weather or other such conditions are detrimental to the recreational facility. Those persons or organizations holding use permits for a period when the facility must be closed shall be notified of such closure by the Township. The Township Police are authorized to close any facility upon determination that the health or safety of the public is endangered or that Township property is in jeopardy. The Township, in exercising this authority, shall not be held liable for any damages due to canceling of an event.

## Naming Policy

### Purpose

The purpose of this Policy is to establish a uniform procedure for official naming of parks, park facilities, open space, trails and recreation areas. This will ensure that these public amenities are easily identified and consistent with the character and values of Lower Makefield Township.

### Scope

This naming policy is intended for all Lower Makefield Township parks and recreational facilities which are within the jurisdiction of the LMT Parks & Recreation Department.

## Objectives

- Provide a clear, simple, standard process for considering names for public parks and recreation facilities.
- Provide guidelines for naming considerations to ensure that the names will best serve the purpose of the Township.
- Provide historical records for named parks and/or facilities.
- Provide consistency to the names and naming process.

## Requests for naming/renaming of parks and/or recreational facilities

All requests for the naming or renaming of a park and/or recreational facility shall be made in writing to the Director of Parks and Recreation.

Requests should contain the following minimum information:

- The proposed name
- Reasons for the proposed name
- Written documentation indicating community support for the proposed name
- If proposing to rename a park or facility, include justification for changing an established name.
- If proposing to name a park or facility after an outstanding person, include documentation of that person's significance and good reputation in the Township's history.

## Naming Process

- Staff, Township residents, community leaders or organizations interested in proposing a name for a park, recreational area, or facility must be made through the above-mentioned process and submitted to the Director of Parks and Recreation. Recommendations must describe in detail why the name merits consideration. Please be sure to include all documentation, missing information could result in process delays.
- If proposing a person's name, the recommendation must clearly describe the contributions of the individual and if appropriate, include written approval from the honoree or honoree's family.
- After review of the application and supporting documents the Parks and Recreation Director will submit the application for review at the next regularly scheduled public meeting for input.
- If the Parks and Recreation Board approves to recommend the name with a majority vote based on the criteria established, the Parks and Recreation Board should write the Board of Supervisors an official memorandum in support of the name. The Board of Supervisors shall make the final decision in a public meeting by adoption of resolution.
- The Board of Supervisors shall notify the Parks & Recreation Director of their decision.
- If the naming proposal is approved, the Parks & Recreation Director shall bring any signage requirements to the attention of the appropriate Township Board or department.
- After approval of the name by the Board of Supervisors, the Parks and Recreation Department will identify the specific park or facility with appropriate signage specifying the name. The signage will be designed in accordance with existing Parks and Recreation Sign Policy for plaques, markers and memorials.

## Qualifying Names

The naming of Township parks and facilities should be undertaken with patience and thoughtful deliberation. The following criteria should be considered when choosing a name:

- Naming preference will be given to Lower Makefield Township Residents.
- The geographic location of the park or facility, including descriptive names.
- An outstanding feature of the park or facility (e.g. – hill, stream, vista view, native wildlife, flora, fauna, vegetation, etc....).
- An adjoining subdivision, street, or natural feature of the park/facility.
- A commonly recognized historical event, group, organization, or individual (living or deceased).
- An individual or organization that contributed significantly to the acquisition or development of the park/facility.
- Outstanding accomplishments by an individual for the good of the community (consider quality of the contribution as well as the length of service by the individual).
- An individual who has provided exceptional service in the interest of the park system (typically public officials who are still serving in office should not be considered).
- Caution should be exercised when considering the term “Memorial” in a name as such term often becomes the commonly used name and can potentially detract from the intent of naming a park/facility to honor an individual.
- Distinctive sections or facilities within a park/facility (e.g. - playground, ball field, etc....) may be named separately from the park or facility in which they are located, subject to the general guidelines in this policy.

## Special Conditions

- Contest or competition to determine the naming or renaming of a public park facility or recreation area, or facility. Rules will be established for the contest by the Parks and Recreation Board.
- Capital campaigns for the purpose of naming rights through donations, in which case the Parks and Recreation board shall establish guidelines and rules as well as amounts for the capital campaign.

## Exclusions

- Names that are discriminatory against any class or characteristic protected by federal, state, or local law or that are obscene, vulgar, or an incitement to or endorsement of crime or violence shall not be considered or advocate a particular political viewpoint.
- Names associated with tobacco, alcohol, contraceptives, religious organizations, or political candidates shall not be considered.
- Names must not conflict with public grant funding policies established by state and/or federal grant funding programs.
- The Parks & Recreation Board will review/discuss the proposals, and if deemed worthy, shall make a recommendation on the proposal to the LMT Board of Supervisors. Naming small park/facility amenities that are not necessarily considered permanent, such as benches, and tables, are not addressed in this policy.

## Renaming

The intent of naming is for permanent recognition. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical

examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffectual or inappropriate.

## Park/Facility Renaming

- In general, names of parks/facilities are intended to be permanent, thus renaming is discouraged.
- Tradition and continuity of name and community identification are important community values.
- All proposals to change a name should be subject to critical examination so as not to diminish the original justification for the name or discount the value of prior contributors.
- Parks/facilities named for subjects (rather than individuals) may be changed in name only if the current name is ineffectual or inappropriate.
- Parks/facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.
- Parks/facilities that have been named by deed restriction shall not be considered for renaming.

## Signage

- Responsibilities for all costs associated with the signage will be determined by the Board of Supervisors.
- Signage must be in accordance with Township requirements/restrictions.
- Signs to be generally consistent throughout all parks/facilities with existing, established signs.

## Facility Specific Policies

Each facility has its own set of rules and regulations:

- Community Center Policies and Procedures
- Pool Standard Operating Procedures
- Dog Park Manual