Volunteer Handbook

Join us!
Welcome!

Thank you for your interest in volunteering for the Minneapolis Park & Recreation Board. Active participation by citizens is the key to the success of our magnificent park system. Volunteers bring a wealth of skills, knowledge and experience that allow the Minneapolis Park & Recreation Board to provide services and programs that would not otherwise be possible. From coaching and gardening to course marshaling the Minneapolis Bike Tour, volunteers are our biggest champions and one of our greatest assets. By volunteering, you also aid us in furthering the mission and visions set forth in our Comprehensive Plan.

You have joined thousands of talented individuals and groups who donate their time to the Minneapolis Park & Recreation Board and it is our desire to provide you with a rewarding experience. The following handbook offers guidelines and support as you begin your volunteer journey.

Thank you for dedicating your time and talent to our world-renowned park system. Welcome aboard!

Sincerely,

Sherry Brooks
MPRB Volunteers-Environmental Stewardship
Minneapolis Park and Recreation Board

Nicole Zappa
MPRB Volunteers-Recreation
Minneapolis Park and Recreation Board
This handbook is yours to keep

It is designed to answer questions, provide required information, and give guidance and direction to MPRB staff and volunteers. This handbook contains policies, procedures and work rules that are applicable to all volunteer programs. It is meant to supplement any training or orientation that you will receive from the staff supervisor related to your specific volunteer position. Additional work rules may be made available to you as part of your training and orientation to a particular location or volunteer duty.

Table of Contents

Mission and Values .................................................. Page 3
MPRB History .......................................................... Page 3
Volunteer Program Goals ......................................... Page 3
Volunteer Opportunities ............................................. Page 4-5
Volunteer Application, Selection and Recognition .......... Page 5-6
Volunteer Policies, Work Rules and Procedures ............... Page 6-9

MPRB Policies

Appendix A: Interaction with Youth Code of Conduct
Appendix B: Respect in the Workplace
Appendix C: Firearms & Dangerous Weapons
Appendix D: Violence in the Workplace
Appendix E: Code of Ethics
Appendix F: Background Checks

Important Contact Information

Sherry Brooks
Volunteer Coordinator- Environmental Stewardship
3800 Bryant Ave S.
Minneapolis, MN 55409
Phone: 612.313.7778
sbrooks@minneapolisparks.org

Nicole Zappa
Volunteer Coordinator- Recreation
2117 West River Road
Minneapolis, MN 55411
Phone: 612.230.6493
nzappa@minneapolisparks.org
**MPRB Mission**
The Minneapolis Park and Recreation Board shall permanently preserve, protect, maintain, improve and enhance its natural resources, parkland and recreational opportunities for current and future generations.

The Minneapolis Park and Recreation Board exists to provide places and recreation opportunities for all people to gather, celebrate, contemplate and engage in activities that promote health, well-being, community and the environment.

**Our Story**
In 1883, the Minneapolis Park and Recreation Board was created by an act of the Minnesota Legislature to serve as an independently elected, semi-autonomous body responsible for maintaining and developing the Minneapolis Park system to meet the needs of the community.

The MPRB provides administration, planning, programs, development, maintenance and police protection for the city's recreational facilities. Recreational, environmental and other park programs and services are provided for all ages and abilities, from toddlers to senior citizens.

The Minneapolis Park System consists of more than 180 park properties including playgrounds, golf courses, gardens, picnic areas, biking and walking paths, nature sanctuaries and a 55-mile parkway system. Together, these properties total nearly 6,400 acres of land and water. The backbone of the park system is its 49 full-service neighborhood recreation centers.

**The goals of the MPRB’s Volunteer Programs are:**

- To create community awareness and support by engaging and educating volunteers on the MPRB’s history, mission, accomplishments and current challenges.

- To create and nurture mutually beneficial partnerships with area businesses, nonprofits, community groups and governmental organizations.

- To conserve resources by utilizing volunteers to support and strengthen the work of MPRB staff.

- To provide volunteers with opportunities that offer meaningful, productive work.

- To assist staff in meeting goals set forth in their individual and department work plans, as well as those of the MPRB Comprehensive Plan.

- To recognize volunteers and to convey appreciation for their contributions of time and talent.
Volunteer Rights and Responsibilities

As a volunteer, you have the right to be offered meaningful assignments that provide a good fit for your interests and abilities. You have the right to be treated fairly, receive proper orientation and effective supervision. You have the right to work in a safe environment and to communicate any concerns should they arise.

As a volunteer, you have the right to demonstrated appreciation and recognition by the MPRB and its staff. In return, we ask that you perform your volunteer duties to the best of your abilities and represent the MPRB in a positive light. We ask that you treat park patrons fairly and work within your volunteer assignment to make the MPRB and its programs successful and accessible for all community members.

How to Get Started:

First, determine your level of involvement. Do you want to volunteer for a few hours or do you wish to be involved in a program over an extended period of time? The MPRB has one-time, ongoing and special event opportunities.

Below are highlights of our most common volunteer opportunities. Our programs are ever-evolving, so please visit our website (www.minneapolisparks.org) or contact our Volunteer Coordinators for a full list of volunteer opportunities.

Recreation Opportunities

Youth Sports Coaches – With four seasons and 13 sports, we can find a team that suits your interests. MPRB coaches make a positive long-term impact on youth.

Program Instructors – Share your skills and interests by leading a one-time or ongoing program for youth and/or adults. Programs range from instructing in our computer labs, assisting with a pre-school program and more.


Little Free Library Stewards – Stewards care for one (or more) of the Little Free Libraries in Minneapolis Parks so that it becomes and continues a long life as a vital, engaging resource for the neighborhood or community.

Special Event Opportunities

If you are looking for a short-term or one-time opportunity, check out one of our many special events held each year throughout the city, such as the Minneapolis Bike Tour, a 5k fun run, a neighborhood
festival or holiday party, and more. Special event volunteer opportunities are available for both individuals and groups.

**Environmental Opportunities**

**Environmental and Gardening** – Assist with gardening opportunities at one of our formal gardens. Opportunities range from one-time to ongoing weekly or monthly opportunities.

**Service Projects** – Looking for a team building opportunity? Groups can volunteer for one-time service projects in our gardens and natural areas. Project tasks may include planting, weeding, mulching and invasive plant removal.

**Park Stewardship Program** – Is your group looking to make a difference in the community? This program allows groups to commit for a year to care for a garden or green space within one of our parks.

**Park Ambassador Opportunities**

**Park Ambassadors** - Provide general information, wayfinding and visitor services to visitors of Minneapolis Regional Parks including: Mill Ruins/Stone Arch Bridge, Minnehaha Park and the Minneapolis Sculpture Garden.

**Dog Park Ambassadors** - Provide information on expectations of dog park use, help to build community and foster stewardship of the Minneapolis park Off-Leash Dog Parks. Locations include: Minnehaha Park, Franklin Terrace, Lyndale Farmstead, Victory Prairie, St. Anthony (in Columbia Park), and Lake of the Isles.

---

**Volunteer Application Process**

1. Complete the Volunteer Application online. Most volunteer positions require the completion of a background check form (Background checks require renewal on an annual basis).

2. Upon receipt of your volunteer application, we will contact you to discuss available opportunities and your interests.

3. The selection and screening process may include an interview and reference check.

4. Final volunteer placement is dependent upon passing the background check. Please allow up to two weeks for the selection process to be completed.

**Volunteer Coordinators will work diligently to find you a volunteer opportunity that both meets your level of interest and**
fulfills our existing needs.

Volunteer Appreciation
The MPRB seeks to recognize and celebrate the energy and commitment of its volunteers. The MPRB Appreciation Program is driven by these guidelines: support and encourage year-round appreciation activities from staff, the Superintendent and Commissioners; acknowledge the service of all volunteers, regardless of type or amount of service; and show appreciation to volunteers in ways that align with their preferences and is meaningful.

Year-round appreciation activities may include: handwritten notes, volunteer t-shirts or other tokens of appreciation, social or learning opportunities, volunteer spotlight posts on social media, and more as MPRB staff seek to acknowledge volunteers for their tremendous positive impact on the system.

Volunteer-related Policies
On the following pages are volunteer-related policies, procedures and work rules based on legal requirements and best practice standards.

The MPRB takes very seriously the safety, security and well-being of all volunteers, staff and park users. The following policies relate to all volunteers. Complete versions of the policies can be found in the appendix of this handbook:

- Interaction with Youth Code of Conduct
- Discrimination/Harassment Policy
- Firearms Policy
- Violence in the Workplace
- Code of Ethics

Volunteer Procedures and Work Rules

Orientation and Training
Since each volunteer position is different, training will be provided by your staff supervisor. Training will be appropriate to the complexity of the volunteer position.

Supervision
All volunteers will have a clearly identified supervisor. This supervisor may be a staff person or, in some cases, a volunteer. The supervisor is responsible for guidance and support of the volunteer and should be available for questions. An adult must supervise volunteers under the age of 18.

Age Minimum
The MPRB welcomes volunteers of all ages and ability levels. Volunteer opportunities will specify any age restrictions in the posting. The minimum age for volunteers is 16 unless accompanied by an adult or
staff supervisor. Exceptions may be made on a case-by-case basis. All minor volunteers will require parent/guardian approval prior to beginning volunteer work.

Duty Restrictions
Certain safety and organizational precautions must be taken in assigning volunteers to duties and defining their responsibilities:

1. A volunteer cannot be used to replace or eliminate any authorized staff position. Rather, volunteers assist park employees in the completion of their duties.
2. A volunteer may not be placed in a hazardous situation or exposed to hazardous chemicals as part of their work.
3. Volunteers are prohibited from using herbicides and pesticides of any kind.
4. Volunteers are prohibited from using power tools of any kind.

The safety and welfare of volunteers and park users is our top priority. Volunteers are expected to use equipment in an appropriate and responsible manner. Your supervisor will explain all volunteer tasks, be available to answer any questions you have regarding your tasks and will inform you of any equipment requirements in order to perform your task in the safest way possible.

Speaking to the Media
Before speaking to the media on behalf of the MPRB, volunteers must obtain permission from Dawn Sommers, Director of Communications and Marketing, at 612-230-6400.

Confidentiality
Volunteers are entrusted to keep private the personal information of program participants, staff members and other volunteers. Failure to maintain confidentiality may result in termination of the volunteer’s relationship with the MPRB, or other corrective action.

Drug and Alcohol Use
Volunteers are subject to immediate dismissal if they are under the influence of drugs or alcohol while performing their volunteer duties. Volunteers may not bring drugs or alcohol into MPRB facilities under any circumstances.

Dress Code
As a representative of the MPRB, volunteers are responsible for presenting a positive image to the public. Volunteers are expected to dress appropriately while on duty and are not permitted to wear clothing that promotes illegal activity, inappropriate language or contains images or words of a sexual nature. Depending on your volunteer position, additional clothing and/or equipment requirements may exist and will be communicated to you by your staff supervisor.

Solicitation
Volunteers may not perform non-MPRB solicitation or distribute non-MPRB literature during volunteer work hours.
Volunteer Liability
As a volunteer for the MPRB, you are protected under MN Statute 466.07. This statute covers damages that may result from your actions but does not cover injuries you may sustain while volunteering. The MPRB is not required to defend you or pay your damages if you are personally sued as a result of your actions, although it may elect to do so. All volunteers must read and sign a waiver of liability prior to commencing a volunteer position.

Transportation/Driving
Volunteers are not permitted to use MPRB vehicles. MPRB volunteers are not required to use personal vehicles while volunteering for the MPRB. Volunteers who choose to use their personal vehicles while conducting volunteer activities assume liability under their own insurance.

Injury, Incident and Accident Reports
For all serious emergencies, call 911. Any accident or injury which involves an on-duty volunteer must also be reported to your supervisor immediately, regardless of the nature of the injury. The incident, accident or injury may require the completion of paperwork by you and/or your staff supervisor. Please report unsafe conditions or defective equipment to your supervisor immediately.

All staffed MPRB sites are equipped with a first aid kit. A staff supervisor will inform volunteers of the first aid kit location.

Injury Prevention Tips
- Avoid overexertion; take breaks when needed and stay hydrated.
- Wear appropriate clothing including gloves, long pants, closed-toe shoes, appropriate eye protection and sunscreen.
- Do not pick up anything that may be hazardous or cause injury. *Report the location of any hazardous items to your supervisor immediately.*
- Use only MPRB approved tools and equipment.

Inclusion Services and Adaptive Programming
The MPRB welcomes people of all ages with disabilities to participate in programs and services to make friends, have fun, learn new skills, increase self-worth and self-esteem and enjoy the feeling of accomplishment. The MPRB provides appropriate and reasonable accommodations, support, and special staff preparation and training to make your volunteer experience inviting, pleasant and successful. Please contact our Volunteer Coordinators should you have any questions or would like to arrange accommodations for your volunteer activity.

Separation of Volunteer Service
As volunteers willingly and freely offer services with no expectation of payment or compensation, the MPRB recognizes the right of volunteers to discontinue their service at any time and for any reason.

The MPRB reserves the right to limit the use of volunteers based on staff determination of needs and MPRB policies. Volunteers will be dismissed if their behavior or language is harmful or threatening to park users, staff or other volunteers. Grounds for terminating volunteer service may include, but are not limited to: failing to meet background check criteria; misconduct; use of alcohol or drugs while on duty;
property theft; misuse of MPRB equipment or materials; mistreatment of staff, volunteers or members of the public; imposing religious or political views on others; failure to adhere to the policies outlined in this handbook; and/or failure to perform assigned volunteer duties.

Feedback
Volunteer feedback helps us to set goals, measure progress, gather input and identify ways to improve the volunteer experience as well as assess the volunteer’s interest in future opportunities with the MPRB.

Volunteers are welcome to give feedback to their supervisor or the Volunteer Coordinator at any time. Volunteers may be asked for regular feedback by their supervisor. Feedback may include a one-on-one meeting with a coach at the end of a sports season, an emailed survey following a special event, annual renewal meetings with Park Stewardship groups and more.

A volunteer who has a position-related concern is welcomed and encouraged to discuss the issue with his/her staff supervisor or the Volunteer Coordinator. Every attempt will be made to resolve a problem through the discussion process. If a matter remains unresolved, it will be referred to the appropriate Departmental Director, whose decision will be final.

Join us!

We look forward to meeting you!
Interaction With Youth Code Of Conduct

POLICY

The purpose of the Interaction with Youth Code of Conduct is to promote the safety of juvenile participants (age 17 or younger) in their interactions with employees/volunteers.

The Minneapolis Parks and Recreation Board (MPRB) takes seriously its responsibility to ensure that youth participating in MPRB programs have a safe, healthy, and positive environment in which to have fun.

Appropriate, positive interactions between employees/volunteers and youth are essential in supporting positive youth development, making youth feel valued, and providing the caring connections that serve as protective factors for youth. Conversely, inappropriate or harmful interactions put youth at risk for adverse physical and emotional outcomes.

Employees/volunteers are expected to conduct themselves professionally at all times during their interactions with all participants. Social relationships with juvenile participants outside the workplace, or outside the context and scope of MPRB services are inappropriate and prohibited.

It is the MPRB's expectation that everyone involved in MPRB programs will contribute in a positive manner, creating a healthy environment where participants feel safe and welcome and where they find their participation rewarding. Employees/volunteers interacting with young people should do so with integrity and respect for the child. It is the employee/volunteer's responsibility to set and respect boundaries. When a child attempts to involve an employee/volunteer in inappropriate behavior, the adult is responsible for redirecting the behavior.

SUPERINTENDENT APPROVAL: [Signature] Date: 3/26/2015

Policy Number: 2010-HR-02
DEFINITIONS

Employee/volunteer – for the purpose of this policy employee/volunteer includes all employees, volunteers and contractors.

Examples of appropriate, positive interactions include:
- Praise
- Positive reinforcement
- Pats on the back or shoulder
- High fives
- Brief, youth-initiated hugs

Examples of inappropriate and/or harmful interactions include:
- Sexually provocative or degrading comments or jokes
- Patting the buttocks
- Corporal punishment
- Behavior or language that is threatening or demeaning
- Intrusive questions, comments or observations, verbally or through notes
- Excessive staring or watching

1.0 Under NO circumstances should employees/volunteers engage in the following activities with juvenile participants:
- Affectionate contact including, but not limited to: any type of sexual contact, kissing, dating, holding hands, or allowing children to sit on an employee/volunteer’s lap;
- Providing any mood altering substances to any participant, including but not limited to: alcoholic beverages, illegal drugs, and/or prescription drugs;
- Allowing a juvenile participant to visit the employee/volunteer’s residence at any time;
- Initiating or responding to social or personal contact with a juvenile participant by phone, e-mail, text messaging, visit at home or school, etc. for any purpose unrelated to MPRB business;
- Providing a juvenile participant with the employee/volunteer’s personal contact information, including but not limited to: the employee/volunteer’s phone number; social networking contact information; personal e-mail address; and/or home address.
- Giving, offering, providing, or promising juvenile participant money, food, gifts or anything of value, unless related to MPRB programs or services or in an emergency.

Employees/volunteers who engage in any of the behaviors outlined in this policy will be subject to immediate discipline, up to and including discharge, and may also be subject to criminal penalties.

It is understood that occasionally an employee/volunteer’s relationship with a program participant pre-dates the employee/volunteer’s hire. Circumstances such as these should be communicated to a supervisor immediately and will be managed on a case-by-case basis.
2.0 Two-Adult Rule
To reduce the risk of accusations of inappropriate conduct with youth, employees/volunteers should ensure that there is more than one adult present during activities with youth. If this is not possible, any one-on-one interaction with youth (e.g. providing first aid, correcting conduct, etc.) must take place within sight or hearing of others. Employees and volunteers should not allow touching to occur out of sight of others, even in the event of tending to an injured youth. If privacy is needed, have another staff or youth present. Any touching that is resisted or refused by a child or youth must be respected.

All doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

3.0 Reporting an Incident
Each employee/volunteer is expected to do their part in promoting safe interactions and monitoring and preventing inappropriate interactions between employee/volunteer and youth. If there is concern about any interaction between an employee/volunteer and program participants, take action immediately. If an employee/volunteer sees or learns of anyone exhibiting behavior that is inappropriate or potentially harmful, they should report it immediately to a supervisor and/or emergency services.

The employee/volunteer or their supervisor must document the event using the Incident Report form. The supervisor must then submit the completed form to their manager within twenty-four (24) hours of the incident.

If discipline is warranted, the manager is required to forward the original Incident Report to Human Resources along with any additional discipline documentation.

Employees/volunteers who are aware that another employee/volunteer is engaging in prohibited behavior are required to report the behavior to their immediate supervisor without delay. Failure to do so will result in discipline for all employees/volunteers aware of the situation, up to and including discharge.

4.0 Possible consequences for breaches of the Interaction with Youth Code of Conduct include:
- Direction to stop the inappropriate behavior
- Training
- Verbal or written warning
- Suspension with or without pay
- Termination
- Prosecution by authorities (if criminal act)
The MPRB reserves the right to take appropriate action when conduct is not specifically prohibited but is deemed unacceptable.

**FORMS** – All forms are available from Human Resources and at [http://PBintra](http://PBintra).

1. Incident Report Form

**ADDITIONAL INFORMATION**

1. [Hennepin County Child Protective Services](http://www.hennepin county.mn.us/child_protection_services)
Respect in the Workplace

POLICY

The Minneapolis Park & Recreation Board (MPRB) is an equal opportunity employer and is committed to maintaining non-discriminatory employment practices and a work environment free from all forms of protected-class discrimination and/or harassment.

The MPRB will not tolerate protected-class discrimination or harassment toward its employees, nor will it tolerate reprisals against any employee who makes a complaint of discrimination or harassment, or cooperates in an inquiry or investigation of a complaint.

In addition to prohibiting protected-class discrimination and harassment, this Policy is intended to support and promote a professional work environment. This Policy is not designed or intended to limit MPRB’s authority to discipline employees, or take remedial action toward individuals for workplace conduct which the MPRB deems unacceptable, regardless of whether that conduct satisfies the definition of protected-class discrimination or harassment contained in this Policy.

All employees are equally responsible and accountable for maintaining a workplace that respects the rights of their co-workers and the people they serve. Performance evaluations will include consideration of employees’ compliance with and support for this Policy.

This Policy applies to commissioners, applicants, employees, vendors, interns, apprentices, volunteers, and patrons of the MPRB.

Policy Number: 2008-HR-01.1
DEFINITIONS

**Discrimination** – To treat another person or group of persons differently because of their protected class status.

**Protected Class** – An individual’s race, color, creed, religion, ancestry, national origin, sex, marital status, familial status, disability, status with regard to public assistance, sexual orientation, gender identity, age, local human rights commission activity, and any other classification protected by federal, state, or local laws.

**Hostile Work Environment** – Harassment based on protected class which permeates the workplace environment with discriminatory intimidation, ridicule, and insult that is sufficiently pervasive to alter the conditions of an employee’s employment and create an abusive working environment.

**Sexual Harassment** – Conduct by any person which consists of (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee’s continued employment, or (b) making submission to or rejections of such conduct the basis for employment decisions affecting the employee, or (c) creating an intimidating, hostile or offensive working environment by imposing unwelcome verbal or physical conduct or visual materials of a sexual nature.

**Supervisor** – Any employee to whom other employees report.

**PROHIBITED CONDUCT**

The following conduct is prohibited **whether or not** it rises to the level of illegal discrimination or harassment:

- Unwelcome or derogatory statements that belittle or discriminate against any individual(s) based on protected class. This can include, but is not limited to, threats of physical harm, sexual or racial slurs, vulgar comments, language of a sexual nature, inquiries about or comments regarding one’s sexual activities, remarks about a person’s physical anatomy or characteristics, “dirty” jokes, sexual innuendo, and name calling or other verbal conduct.

- Unwelcome physical contact, including, but not limited to, touching oneself or another person in a sexually suggestive way, physical contact or positioning so as to invade personal privacy, intentional touching of anatomy that is private, intentional movements/actions made in an attempt to look at another’s private areas, movements/actions that allow another to view one’s own private areas, sexually suggestive gestures, assault, and impeding or blocking of an individual’s normal movement.

- The display or placement of any media which belittles or discriminates against any individual based on protected class. This can include, but is not limited to, nude/semi-nude pictures or magazines, sexually oriented magazines or posters, cartoons, or other words or pictures of a sexual nature.
• Any unwelcome or unwanted conduct directed at one or more individuals that causes the recipient(s) discomfort or humiliation, interferes with their job performance, or which creates a hostile, intimidating, or offensive working environment. Offensive behavior may include, but is not limited to, rude or discourteous verbal and non-verbal behaviors toward another individual which results in a feeling of being bullied, intimidated, ridiculed, coerced, or degraded, angry outbursts, inappropriate humor, obscenities, name calling, or disrespectful language, and any other behavior regarded as hostile or offensive to a reasonable person, to include unwelcome or offensive comments delivered via electronic devices, e.g. email, Internet, cellular phone, texting, voice mail.

• Retaliation against an employee for using the MPRB’s complaint procedure, reporting proscribed discrimination or harassment, or filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a government agency. Prohibited retaliation includes, but is not limited to, any form of intimidation, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, depart from any customary employment practice, transfer or assign the individual to a lesser position in terms of wages, hours, job classification, job security, or other employment status, or otherwise denying any employment benefit.

• Intentional false reporting of an unfounded complaint(s) under this policy.

PROCEDURES FOR REPORTING

A. Employee/Complainant Responsibilities

1. Any person(s) covered by this Policy who believes that they are being discriminated against, harassed, or subjected to retaliation shall immediately report the conduct to any MPRB supervisor or to Human Resources. Employees who believe that others are being discriminated against, harassed, or subjected to retaliation shall also immediately report the conduct to any MPRB supervisor or to Human Resources.

2. Before, or in addition to, reporting the conduct to a MPRB supervisor or Human Resources, any person(s) covered by this Policy who believes that they are being discriminated against, harassed, or subjected to retaliation or who is witness to discrimination, harassment, or retaliation may, but is not required to, tell the person with whom they have an issue to stop the behavior believed to be discriminatory, harassing, or retaliatory.

B. Supervisor Responsibilities

1. Supervisors shall establish and maintain a climate in the department that encourages employees to communicate questions or concerns regarding this policy and recognize incidents of discrimination, harassment, inappropriate or disrespectful behavior, and retaliation.
2. Supervisors will take immediate action to stop such incidents if possible and notify the department head, division head, and/or Human Resources in the event of inappropriate or disrespectful behavior, discrimination, harassment, or retaliation allegations so that appropriate investigative procedures or other appropriate resolution action may be implemented. Investigations, discussions with the involved individuals, or other appropriate resolution actions should be initiated with direction from Human Resources.

3. Supervisors shall keep any information pertaining to such incidents confidential to the extent possible and to the extent required under applicable federal, state, and local law.

PROCEDURES FOR HANDLING COMPLAINTS

1. Human Resources will typically review the complaint when it is received and determine whether a further fact-finding inquiry or investigation into the complaint or another appropriate resolution action is necessary.

2. Complaints will be handled in a timely manner. Discussions regarding the complaint, the identity of the complainant, or any other facts, should be focused around the investigation or other appropriate resolution action. The MPRB will maintain strict confidentiality surrounding the investigation or other appropriate resolution action to the extent possible and to the extent required under applicable federal, state, and local law. Supervisors and employees may be subject to disciplinary action if they unnecessarily disclose information about the complaint, the investigation or other appropriate resolution action, allegations, or facts concerning the complaint and investigation or other appropriate resolution action. Questions about the investigation or inquiry or other appropriate resolution action shall be referred to Human Resources.

3. If it is deemed necessary to conduct an investigation, the investigation will be conducted in accordance with Minn. ch. 13, the Minnesota Government Data Practices Act. Witnesses will be given a Tennessee Warning before being interviewed. The MPRB expects all employees to fully cooperate with any investigation conducted by the MPRB into a complaint of proscribed harassment, discrimination, or retaliation, or regarding the alleged violation of any other MPRB policies. Failure to fully cooperate may result in discipline up to and including discharge.

4. The MPRB will not retaliate, nor will it tolerate retaliation, against employees who make good faith complaints about harassment or unlawful discrimination in the workplace or who provide information in good faith related to such complaints.

SANCTIONS AND/OR CORRECTIVE ACTION

1. Appropriate disciplinary action will be taken against individuals who have been found to violate this Policy. Appropriate disciplinary action will also be taken against supervisors who fail to take timely and appropriate action in accordance with this Policy when conduct that may violate this Policy is brought to
MINNEAPOLIS PARK & RECREATION BOARD

Policy Number: 2008-HR-01.1

their attention. Some forms of discrimination or harassment are also criminal acts that may be referred to local law enforcement. Additionally, other corrective action may also be taken if the MPRB determines that it is necessary to build and/or restore a respectful workplace environment.

2. Upon conclusion of the investigation or other appropriate resolution action, Human Resources or designee may follow up with the complainant and respondent regarding the outcome.

ADDITIONAL INFORMATION
In addition to federal laws and regulations, the following state and local provisions have been referenced within this policy:

1. Minneapolis Code of Ordinances ch. 139
2. Minnesota Human Rights Act (MHRA)
3. Minn. Ch. 13, Minnesota Government Data Practices Act
4. Tenessen Warning

IMPLEMENTATION PLAN

The communication plan for the Respect in the Workplace Policy will include training for current employees in conjunction with department staff meetings or as an add-on to scheduled staff development meetings. New employees will be made aware of this policy through new employee orientation. This policy will be reviewed annually by the Human Resources Director.
Firearms & Dangerous Weapons

POLICY

The Minneapolis Park and Recreation Board (MPRB) prohibits employees, volunteers, and independent contractors from carrying or possessing a firearm or dangerous weapon while on MPRB property. This policy does not apply to law enforcement officials acting within the scope of their sworn duties. Possession of a valid concealed weapons permit authorized by the State of Minnesota is not an exemption under this policy.

Employees and volunteers are prohibited from carrying or possessing a firearm or dangerous weapon while acting within the course and scope of employment or volunteerism for the MPRB. The possession or carrying of a firearm is prohibited while employees or volunteers are working on MPRB property or while working in any location on behalf of the MPRB. This includes, but is not limited to:

- Working in MPRB-owned or MPRB-leased buildings;
- Working on MPRB premises;
- Performing work for the MPRB at any location;
- Driving on MPRB business;
- Riding as a passenger in a vehicle or any type of transit on MPRB business;
- Working off-site on behalf of the MPRB;
- Performing emergency or on-call work after normal business hours or on weekends;
- Working at private residences and businesses on behalf of the MPRB;
- Attending training or conferences on behalf of the MPRB.

An employee or volunteer who violates this policy may be removed from MPRB property, reported to police authorities, and be subject to disciplinary action up to and including discharge.

EXCEPTION

MPRB employees and volunteers may possess a firearm or dangerous weapon in the locked trunk of their personal vehicle in MPRB-owned parking areas if they have obtained the appropriate permit to carry and possess that firearm or dangerous weapon.

If an employee or volunteer uses his/her personal vehicle in the course and scope of employment, the employee or volunteer may keep the permitted firearm or dangerous weapon in the locked trunk of the vehicle. If the vehicle does not have a locked trunk, the employee or volunteer may keep the permitted firearm or dangerous weapon in a locked glove compartment or locked lock box.

SUPERINTENDENT APPROVAL: ___________________________ Date: 3/26/15

Policy Number: 2009-HR-07
DEFINITIONS

Dangerous weapon – Any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any firearm that is used to produce death or great bodily harm.

PROCEDURES

A. Employee Responsibilities

1. An employee who believes that another employee may be in violation of this policy should report the alleged violation to a supervisor, manager, and/or Human Resources.

2. No employee may retaliate against another employee who has reported a possible violation of this policy. Retaliation includes, but is not limited to, demotion, termination, an undesirable change in work assignment, or other adverse action, which is taken against an employee because the employee reported a potential violation of this policy.

B. Supervisor Responsibilities

1. Ensure staff members understand and comply with the policy prohibiting firearms and dangerous weapons in the workplace.

2. Investigate suspected violations of the policy and where appropriate take disciplinary action in accordance with applicable collective bargaining agreements and/or Civil Service Rule 11.

ADDITIONAL INFORMATION

1. Civil Service Rule 11: Discipline and Removal
Violence in the Workplace

POLICY

The Minneapolis Park & Recreation Board (MPRB) has no tolerance for violence in the workplace and will not accept any form of violence including intimidation, threats of violence (physical or verbal), or violent acts. The MPRB will promote, establish, and maintain a work environment that is free of violence. Reports of violence or violent behavior will be investigated and corrective action administered when warranted. The MPRB will not tolerate reprisals against any employee who makes an allegation of violence or cooperates in an inquiry or investigation of an allegation of violence.

In cases of impending or ongoing violence, employees shall immediately contact police (call 911). Employees must also immediately report incidents of workplace violence to their supervisor. Supervisors are responsible for reporting these allegations to Human Resources immediately, who will ensure allegations of workplace violence are investigated or otherwise addressed. As part of the investigation, alleged perpetrators of violence may be placed on investigatory leave pending results of investigation. Employees found to have engaged in workplace violence may receive disciplinary action up to and including discharge from employment. Employees found to have been acting in self-defense or in the appropriate course of law enforcement duties may be justified in their actions.

SUPERINTENDENT APPROVAL: __________________________ Date: ___________ 

Policy Number: 2010-HR-21.1
DEFINITIONS

Workplace violence – a threat or action, occurring in a work area under the control of the MPRB, in which someone (employee, commissioner, client, leaseholder, contractor, volunteer, or visitor) seeks to intimidate, threatens to harm, or does harm to another person.

PROCEDURES

A. Employee Responsibilities

1. Employees observing or experiencing workplace violence are responsible, if safely possible, to improve the situation, contact police (call 911) and to report workplace violence immediately to a MPRB supervisor.

2. Employees are encouraged to report suspected domestic violence, threats of suicide, or fear of violence due to suspected mental illness to their supervisor or Human Resources. In emergency situations, employees should call Emergency Services (911).

3. Employees are encouraged to report if they have obtained a temporary restraining order to their supervisor or Human Resources.

B. Supervisor/Manager Responsibilities

1. Supervisors will ensure the workplace is violence free by observing and intervening in inappropriate employee behavior and by being available to discuss and act upon employee concerns.

2. Supervisors will immediately contact police (call 911) to prevent or stop any workplace violence they become aware of. Supervisors will cooperate with police during any impending criminal investigation.

3. The supervisor will immediately notify Human Resources of allegations of violence in the workplace or suspected domestic violence, threats of suicide, fear of violence due to mental illness, and temporary restraining orders. If necessary, a department head, division head, or the Superintendent may place an employee who is the subject of a misconduct investigation on an investigatory leave with pay.

C. Human Resources Responsibilities

1. Immediately review reports of alleged violence or the potential for such behavior. Human Resources will work with supervisors to determine the level of response required. This will include an investigation and may include, but is not limited to, intervention in the situation, separating employees, removing employees from the workplace, involving Employee Assistance Program, or law enforcement.
ADDITIONAL INFORMATION

1. Freedom From Violence Act, Minn. Stat. §1.50 et al.

IMPLEMENTATION PLAN

The implementation plan for the Violence in the Workplace Policy will include training for current employees in conjunction with department staff meetings or as an add-on to scheduled staff development meetings. New employees will be made aware of this policy through new employee orientation. This policy will be reviewed annually by the Human Resources Director.
Code of Ethics

POLICY

This code of ethics provides an ethical guide and specific rules that reflect the ethical values of the Minneapolis Park and Recreation Board (MPRB). The code of ethics is designed to promote high ethical standards and conduct, and to foster a healthy ethical culture throughout the MPRB.

To ensure the proper operation of democratic government and maintain the trust of the community we serve officials, employees, and volunteers must be independent, impartial, and responsible to the people. The Code requires officials, employees, and volunteers to maintain the highest possible standards of ethical conduct in their work. Government decisions must be made through the proper channels of the government structure. Further, public office must not be used for personal gain. The public must have confidence in the integrity of this organization.

Appointment of officials
The Secretary to the Board of Commissioners will prepare and file the form prescribed by the state ethical practices board designating the appointment of officials and update the information as required by state statute.

Representation for a fee
Officials and employees cannot represent a client for a fee before the Board of Commissioners, any Board of Commissioners Committee, or department of the Minneapolis Park and Recreation Board.

Statement of economic interest
All officials and candidates for any elective office must file a statement of economic interests with the Secretary to the Board of Commissioners within sixty (60) days of accepting employment as an official, or within fourteen (14) days after filing an affidavit of candidacy or petition to appear on the ballot as a candidate for office.* Thereafter, all officials will file a statement of economic interest on or before April fifteenth of each year that the individual remains in office. Within thirty (30) days after leaving office officials will file a statement of economic interest for the period between the date of the most recent statement and the last day of service as an official. If an official becomes aware of any inaccuracy in a previously filed statement a supplementary statement must be filed within ten (10) days. Each individual required to file a statement of economic interest will do so in compliance with Minnesota Law (Minn. Stat. §10A.09). All statements filed with the Secretary to the Board of Commissioners will be public data.

False statements and reports
Knowingly submitting statements or reports which contain false information or omit required information is prohibited. Likewise, failure to submit required statements or reports altogether is impermissible.

*Statements of economic interest must be submitted in the form prescribed by the state ethical practices board.
Gifts
Officials, employees, and volunteers including their family members and associated businesses must not solicit or receive anything of significant value from other parties. This may include gifts, favors, services, or promises of future employment. The cumulative value of all such items received in a calendar year from any one party must not exceed one hundred dollars ($100.00) and may only be accepted with the mutual understanding that such items will not have an influence on the discharge of duties.

Confidential / Proprietary information
Officials, employees, and volunteers must not use or disclose confidential information gained due to their official position or activities. Confidential or proprietary information may include but is not limited to any data:
- That is classified as private, confidential, nonpublic or protected nonpublic pursuant to the Minnesota Government Data Practices Act (Minn. Stat. §13), or
- That could result in financial gain for the official, employee, or volunteer including family members and associated businesses.
DEFINITIONS

Administrative action – an action of a nonministerial nature by any official, employee, board, committee, task force or agency of the MPRB.

Legislative action – introduction, sponsorship, debate, voting and any other official action on any ordinance, resolution amendment, nomination, appointment, report or other matter pending or proposed before the board or any committee of the board.

Candidate – any individual who files an affidavit of candidacy or petition to appear on the ballot for an elective public office.

Election – a general, special, primary or special primary election.

Employee – a person who holds an appointed, classified, or unclassified title or position in the city service not including elected and contract employees.

Official – The commissioners of the board, who are elected officials; and the superintendent and secretary to the board of commissioners, who are appointed officials.

ADDITIONAL INFORMATION

1. Park and Recreation Board Code of Ordinances, PB-1-6: Ethics in Government
2. Conflict of Interest policy
3. Ownership & Disclosure policy

IMPLEMENTATION PLAN

The implementation plan for the Code of Ethics Policy will include training for current employees in conjunction with department staff meetings or as an add-on to scheduled staff development meetings. New employees will be made aware of this policy through new employee orientation. Elected board of commissioners will be provided training on this policy in January of each year they are in office. This policy will be reviewed annually by the Human Resources Director.
Background Check Policy

POLICY

The Minneapolis Park & Recreation Board (MPRB) will request all applicants who receive an offer of employment, and volunteers and contract workers in specific positions, be subject to a background investigation which may include criminal history, driver's license records, and/or credit history checks as necessitated by position requirements. Criminal history checks will be conducted in accordance with the Minnesota Child Protection Background Check Act, Minn. Stat. §299C.60 et. seq. (2012) and other background checks as allowed by law. Any offer of employment, volunteer position or contracted work in specific positions will be conditional upon a determination by the MPRB that an applicant’s background investigation results do not preclude the individual from employment with the MPRB.

The MPRB specifically reserves any and all rights it may have to request consent to conduct criminal background checks at any time regarding current volunteers, contractors, applicants, or employees. In addition, if the MPRB knows or has reason to believe that a current employee, volunteer, or contractor has a criminal conviction that pertains to their current position, that individual will also be requested to consent to a background investigation as described above. The MPRB will also require a background check on all individuals prior to transfer, or promotion. Adherence to this policy by the MPRB, its employees, and job applicants or others shall in no way limit the MPRB’s right to require additional information or to use procedures currently in place or other procedures to gain information concerning criminal activities of employees and applicants.

I. Convictions for which applicant will be denied employment, volunteering, and contracting:

A. The MPRB is a “children’s service provider,” as that term is defined in Minn. Stat. § 299C.61. It is the policy of the MPRB to consider all employees, volunteers and certain contractors as “children’s service workers,” and as such, to disqualify from employment, volunteering or contracting with the MPRB all applicants for employment, employees, volunteers and certain contractors who have been convicted of a background check crime set forth in the Minnesota Child Protection Background Check Act, Minn. Stat. § 299C.60 et. seq. The following crimes are included in the Act:

   Background check crimes are defined as:

   A. Child Abuse Crimes
   B. Murder
   C. Manslaughter
   D. Felony level assault or
   E. Any assault crime committed against a minor
   F. Kidnapping
   G. Arson
   H. Criminal sexual conduct
   I. Prostitution related crimes
Child Abuse Crimes are defined as any of the below crimes committed against a minor victim:

A. Murder in the first degree in the commission of child abuse (609.185(a)(5))
B. Assault in the first degree (609.221)
C. Assault in the second degree (609.222)
D. Assault in the third degree (609.223)
E. Assault in the fifth degree (609.224)
F. Domestic assault (609.2242)
G. Solicitation, inducement and promotion of prostitution (609.322)
H. Engaging, hiring or housing prostitutes (609.324)
I. Criminal sexual conduct in the first degree (609.342)
J. Criminal sexual conduct in the second degree (609.343)
K. Criminal sexual conduct in the third degree (609.344)
L. Criminal sexual conduct in the fourth degree (609.345)
M. Solicitation of children to engage in sexual conduct; communication of sexually explicit materials to children (609.352)
N. Malicious punishment of a child (609.377)
O. Neglect or endangerment of child (609.378)

Child Abuse Crime is also defined as commission of the following:

P. Controlled substance crime in the first degree-sale of certain amounts of certain drugs or sale of certain amounts of the same drugs in school zone, park zone, public housing zone, or drug treatment facility (152.021, subd. 1(4))
Q. Controlled substance crime in the second degree-sale of certain drugs to minor or employing minor to sell certain drugs (152.022, subd. 1(5))
R. Controlled substance crime in the second degree-sale of certain drugs in a school zone, park zone, public housing zone, or drug treatment facility (152.022, subd. 1(6))
S. Controlled substance crime in the third degree-sale of certain drugs to minor (152.023, subd. 1(3))
T. Controlled substance crime in the third degree-conspiracy with or employment of minor to sell certain drugs (152.023, subd. 1(4))
U. Controlled substance crime in the third degree-possession of certain drugs in school zone, park zone, public housing zone or drug treatment facility (152.023, subd. 2(4))
V. Controlled substance crime in the third degree-possession of certain drugs in school zone, park zone, public housing zone or drug treatment facility (152.023, subd. 2(6))
W. Controlled substance crime in the fourth degree-sale of certain drugs to minor (152.024, subd. 1(2))
X. Controlled substance crime in the fourth degree-conspiracy with or employment of minor to sell certain drugs (152.024, subd. 1(3))
Y. Controlled substance crime in the fourth degree-sale of certain drugs in school zone, park zone, public housing zone or drug treatment facility. (152.024, subd. 1(4))
II. In addition to the crimes listed above, it is the policy of the MPRB to disqualify from employment, volunteering or contracting with the MPRB applicants for employment, employees, volunteers and certain contractors in the following divisions, departments or work units as follows:

i. Environmental Stewardship Division. Individuals with convictions, which may include but are not limited to, the following crimes:
   ◊ Previous ten years for: Robbery.
   ◊ Previous five years for: Assault 5th degree – misdemeanor for intent to cause fear of bodily harm or death or intentionally inflict or attempt to inflict bodily harm, theft, extortion, larceny, drug related crimes, weapon related crime.
   ◊ Failure to disclose any criminal history may result in denial of employment.

ii. Recreation Services Division. Individuals with convictions, which may include but are not limited to the following crimes:
   ◊ Previous ten years for: Robbery.
   ◊ Previous five years for: Assault 5th degree – misdemeanor for intent to cause fear of bodily harm or death or intentionally inflict or attempt to inflict bodily harm, theft, extortion, larceny, drug related crimes, weapon related crime.
   ◊ Failure to disclose any criminal history may result in denial of employment.

iii. Community Outreach Department. Individuals with convictions, which may include but are not limited to the following crimes:
   ◊ Previous ten years for: Robbery.
   ◊ Previous five years for: Assault 5th degree – misdemeanor for intent to cause fear of bodily harm or death or intentionally inflict or attempt to inflict bodily harm, theft, extortion, larceny, drug related crimes, weapon related crime.
   ◊ Failure to disclose any criminal history may result in denial of employment.

iv. Customer Service Department, Superintendent’s Office, Human Resources Department, Information Technology Department, Finance Department, Planning Division, Communications and Marketing Department and Park Police Department administrative support staff. Individuals with convictions, which may include but are not limited to the following convictions:
   ◊ Previous ten years for: Robbery.
   ◊ Previous five years for: Assault 5th degree – misdemeanor for intent to cause fear of bodily harm or death or intentionally inflict or attempt to inflict bodily harm, theft, extortion, larceny, drug related crimes, weapon related crime.
   ◊ Failure to disclose any criminal history may result in denial of employment.

v. Park Police Department, excluding administrative support staff. Convictions, may include but are not limited to the following crimes:
Sworn officers and Park Patrol Agents undergo a separate background investigation conducted by the Park Police that is more rigorous and extensive than background checks used for other positions.

For sworn officers, the Minnesota Peace Officer Standards and Training (POST Board) has its own licensing rules; violation of such rules will lead to an individual's inability to be licensed and thus a rejection of employment.

Conviction of the following will result in the rejection of police applicants (may include but not limited to):
- Felony and gross misdemeanor convictions
- Controlled substance conviction
- Criminal sexual misconduct conviction
- Conviction of assaul(ting, fleeing or eluding a police officer
- Currently on probation
- Existence of any outstanding arrest warrants or arrest history record that constitutes a general disregard for the law
- Misconduct of a public officer or employee
- Presenting false claims to a public officer or body
- Conviction of medical assistance or welfare fraud
- Computer crimes
- Theft convictions
- Crimes motivated by bias
- Maltreatment of vulnerable adults
- Registered sex offender
- Conviction of 5th degree assault
- Evidence that the applicant has misrepresented, omitted, or falsified any information to the Minneapolis Police Department

Conviction of the following may result in the rejection of police applicants (may include but not limited to):
- Gross misdemeanor convictions for all traffic law violations that not inclusive in Minnesota State Statutes
- Driving under the influence, implied consent, or blood alcohol content over .08 on driving record in last five (5) years
- Misdemeanor conviction (including traffic convictions, D.A.R., D.A.C., D.A.S. in last three years
- Any undesirable discharge from the military or an honorable discharge that indicates the applicant is not eligible for re-enlistment
- Past motor vehicle driving history (citations/accidents), history defined as more than two (2) incidents
- More than two (2) “at fault” motor vehicle accidents within two (2) years
- Receiving or concealing stolen property
- Felony, gross misdemeanor or misdemeanor charge/conviction that resulted in De Novo diversion, a pardon or an expungement.
- Affiliation or association with documented gang members or known criminals
- Documented pattern of unfitness or patterns of misconduct
- Documented instances of employee misconduct by previous employers
- Documented instances of undesirable work habits
- Evidence or admission of past abuse of controlled substances including the use of marijuana or any other controlled substance
- Failure of drug screen for marijuana or any other controlled substance
- Failure of psychological examination
- Failure of medical/eye examination

The disqualification period begins to run on the date that the applicant completes all court ordered requirements of the sentence or parole.

III. INDIVIDUAL ASSESSMENT OF DISQUALIFYING CRIMES: For all positions, a person who has been disqualified from employment, volunteering or contracting with the MPRB pursuant to this Policy is entitled to an individual assessment of whether an exception to the Policy should be granted. In determining whether to grant an exception to the Policy, the MPRB shall take into account 1) the nature and gravity of the offense; 2) the amount of time that has passed since the conviction and/or completion of sentence; and 3) the nature of the job held or sought. The disqualifying crimes shall be reviewed pursuant to the MPRB Background Check Procedures, copy attached, to determine whether an exception to the MPRB background check policy will be permitted.