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**Policy:** Policies and Standard Operating Procedures  
**Adopted by Board of Park Commissioners:** 2006

The BPRYCS Department Policy Manual was established in 2006 by department personnel in conjunction with the Board of Park Commissioners. The Policy Manual provides guidance and direction for department personnel in order to carry out their work and achieve the department's mission. While policies can be introduced or modified throughout the year, the Policy Manual is formally reviewed and adopted by the Board of Park Commissioners on an annual basis.

**Policy Approval Structure**

<b>Steps</b>	<b>Phase</b>	<b>Actions</b>
1	Initiation	A new policy or policy revision is deemed to be needed through internal or external factors.
2	Development	The Superintendent or designee engages in research and development of a policy incorporating industry and national best practices, policies adopted by similar agencies, and other data relevant to the policy creation. The Superintendent may incorporate feedback from impacted staff members, user groups, and internal committees as deemed appropriate.
3	Review & Approval	The Superintendent presents the new or modified policy to the Policy Committee of the Board of Park Commissioners for their input. Committee input is incorporated and then presented to the full Board of Park Commissioners for formal adoption.
4	Publication & Management	Newly approved policies are incorporated into the Policy Manual and communicated out to department personnel. Training on the new policy may be provided to staff as appropriate. New policy is monitored for success in achieving desired outcomes.

**Policies Requiring Ordinance Change**

Policies that require ordinance changes are referred by the Board of Park Commissioners to the City of Bristol Ordinance Committee. The Ordinance Committee review the policy and may seek input from other departments impacted by the policy. A public hearing is scheduled regarding the proposed ordinance. Following the public hearings, the Ordinance Committee votes to oppose the change or refer it to the City Council for final approval. The City Council votes to approve or oppose the ordinance change. Should the ordinance be approved, it goes into effect two weeks following council approval.

## Standard Operating Procedures

A Standard Operational Procedure (SOP) is a rule or process established by the Superintendent, Deputy Superintendent, or Division Supervisor that typically impacts the operation or use of a specific area, such as a division, facility, program, or function. SOPs are designed to support the staff in executing the department's mission through detailed operational instruction. SOPs are the responsibility of the Superintendent or designee and do not require Board approvals. SOP's do not supersede federal, state, and/or local laws, Board of Park Commissioner policies, or administrative policies, rules and regulations, but may provide more clarification to these governing rules. Standard Operating procedures are located in the department's shared Parks "O" Drive.

