



**Parks & Recreation
CITY OF TAMPA**

Seasonal Employee Policies & Procedures Manual Summer 2024

Our **MISSION** is to preserve and provide quality parks and recreation opportunities for all.

Our **VISION** is a quality park system that meets the community's need for recreation and learning opportunities to benefit health and well-being.





City of Tampa

Jane Castor, Mayor

Parks & Recreation Department

Tony Mulkey, Director

3402 W. Columbus Drive

Tampa, FL 33607

Office (813) 274-8615

Fax: (813) 274-5249

Welcome to Tampa Parks & Recreation

Congratulations! You are now a member of one of Tampa's finest city services team.

You can make a difference to many young citizens of Tampa this summer. Your responsibility of working with our city's youth will at times be demanding, yet more times than not it will be fun and memorable. It's vital that you keep in mind how important your role will be in the lives of others.

Regardless of any of our ages, all of us remember our summers as youth. Consider how important it is of the impression you will surely have with those you serve. Your interactions, your image, your consciousness of the care that you apply will be forever memories. Understand this impact and you will appreciate that your summer job carries important responsibilities that we will train you to meet successfully, continuously work with you, and welcome you into our team as we must work together to succeed.

Be assured this summer you will make a difference in the quality of life our city youth experience under your leadership. You too will gain quality experiences as you enjoy this summer adventure together with all of us in Parks & Recreation.

I look forward to seeing the smiles of our youth that you will provide them and the smile on your face of what will be a fun and rewarding summer experience.

Best wishes for all our successes this summer,

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IMPORTANT PHONE NUMBERS

EMERGENCY: Dial 9+911 (Please refer to Calling 911 on page 13)

Regina McBride Smith - Recreation & Parks Manager

Alvin Holder: (0) 274-7718, (C) 244-2679, Alvin.Holder@tampagov.net

Copeland Community Center
11001 N. 15th St.
975-2743
Cedric Spencer, 758-8424

Forest Hills
724 W. 109th Ave.
931-2105
Mike Newman, 373-0629

Temple Crest Community Center
8116 N. 37th St.
989-7606
Robert Dell, 344-6312

Benito PAC
10065 Cross Creek Blvd.
907-7064
Willetta Glenn-Harris, 392-8507

Rowlett Activity Ctr.
5202 N. 13th St.
915-0404
Cedric Spencer, 758-8424

Fair Oaks Community Center
5019 N. 34th St.
231-5277
Kareem Collins, 478-2352

Springhill Community Center
1000 E. Eskimo Avenue
274-3314
Harold Hart, 478-4454

Gwen Miller PAC
6408 N. 32nd St.
232-2980
Robert Dell, 344-6312

George Bartholomew/N
Tampa
8608 N. 12th St.
931-2109
Harold Hart, 478-4454

Diedrea Anthony: (0) 274-7731, (C) 478-4096, Diedrea.Anthony@tampagov.net

Cyrus Greene Community Center
2101 E. Dr. MLK Jr. Blvd.
242-5350
Lalita Lovett, 376-3429

Williams Park Community Center
4362 E. Osborne Ave.
635-3482
Earline Newman, 478-4693

Jackson Heights NFL YET Center
3310 E. Lake Ave.
242-5346
Jamal Jefferson, 753-9014

Grant Park Community Center
3724 N. 54th St.
622-1910
Jamal Jefferson, 753-9014

Highland Pines Community Center
4505 E. 21st Ave.
630-3925
**Krystal Sheets-McKenzie,
(727) 486-3502**

DeSoto Park Community Center
2617 E. Corrine St.
242-5307
Althea Sampson, 373-1554

Al Barnes
2905 N. 32nd St.
Jamal Jefferson, 753-9014

Ragan Center
1200 E. Lake Avenue
242-5316
Lalita Lovett, 375-3429

North/East Parks Maintenance Team

John Dellaquilla: (0) 274-5578, (C) 753-9417, John.Dellaquilla@tampagov.net

Holly Rambo: 781-7022
North Team Maintenance

Tonya Green: 310-7772
East Team Maintenance

Ted Fowler - Recreation & Parks Manager

Gary Williams: 274-5722 (O) 478-4442 (C) Gary.Williams@tampagov.net

Kwane Doster Community Center
7506 S. Morton Street
832-1202
Yolando Rios, 373-9322

Port Tampa Community Center
4702 W. McCoy Street
832-1215
Yolando Rios, 373-9322

Kate Jackson Community Center
821 S. Rome Avenue
259-1704
Nina Acevedo, 373-0842

Friendship PAC
4124 Bay to Bay Blvd. 832-1200
Nina Acevedo
373-0842

Rey Park PAC
2301 N. Howard Avenue
259-1673
Marlon Monroe, 267-1860

Loretta Ingraham
615 N. Hubert St.
348-1175
Fred Spencer, 613-4702

Kid Mason Community Center
1101 N. Jefferson Avenue
274-8366
Fred Spencer, 613-4702

Wellswood PAC
4918 N. Mendenhall Drive
348-2060
Angel Garcia,

Henry & Ola PAC
502 W. Henry Avenue
231-5279
Angel Garcia, 267-1860

Dr. MLK Complex
2200 N. Oregon Avenue
259-1667
Marlon Monroe, 267-1860

Therapeutics
Kathryn Malone
5202 N. 12th Street
Casey Tolar, 853-2115

Taylor Art Studio
611 W. Indiana Ave.
274-8364
Cee Beuer, 478-4322

Ybor Art Studio
1800 E. 8th Avenue
242-5370
Cee Beuer, 478-4322

N. Hubert Art Studio
309 N. Hubert Ave.
282-2911
Cee Beuer, 478-4322

Mickey McGuire
6108 N. Rome Avenue
Meg Heimstead
613-4700

JCC/Golding Art Studio
522 N. Howard Avenue
259-1687
Patricia Bohannon, 734-2143

John Grimsley: (O) 274-8117, (C) 391-0020, John.Grimmsley@tampagov.net

Cordelia B. Hunt Community Fitness & Wellness Center
4810 N. Himes Avenue
348-1172
Lisa Bryant, 758-9225

Joe Abrahams Fitness & Wellness Center
5212 Interbay Blvd.
832-1207
LeeAnn Kinhead

Barksdale Active Adult Center
1801 N. Lincoln Ave.
Tampa, FL 33607
348-1180
Lisa Bryant, 758-9225

South/West Parks Maintenance Team

Julio Barrera (O) 274-5188, (C) 450-4205, Julio.Barrera@tampagov.net

Marlin Hall II 690-5798
South Team 1 Maintenance

David Perkins 478-4792
South Team 2 Maintenance

Andre Hardy 753-9179
Beaches & Trails Maintenance

Heather Erickson - AASF Manager

Patricia Gross: (O) 274-7725, (C) 239-7618, Patricia.Gross@tampagov.net

New Tampa Recreation Center
17302 Commerce Park Blvd.
975-2794
Linda Hall 373-3805

Wayne Papy Athletic Center
6925 N. Florida Avenue
231-5273
Jennifer Herrero 480-8320

New Tampa Pavillion
17400 Commerce Park Blvd
813 459-7574
Rae Beth O'Brien/Blake Boynton

Julian B. Lane Riverfront Park
402 W. Laurel Street
813 758-867
Adam Wade

Sandra Freedman Tennis Complex
59 Columbia Drive
259-1664
Andrew Sheets 712-032

Athletics, Leagues, Field Permits
Lori Greer, 731-9432

Louis Campanello: (O) 274-7732, (C) 478-4266, Louis.Campanello@tampagov.net

Bobby Hicks Pool
4120 W. Mango Avenue
404-5955
Robby Menendez 613-4698

Copeland Community Center
11001 N. 15th Street
975-2734 (pool)
Miguel Martes 235-3407

Cuscaden Pool
2900 N. 15th Street
242-5302
Loretta Pippin 415-5612

Cyrus Green Community Center
2101 E. Dr. MLK, Jr. Blvd.
242-5305
Grayson Brody 373-9791

Danny Del Rio Pool
10105 N. Boulevard
931-2107
Miguel Martes 235-3407

Interbay Pool
4321 W. Estrella Street
282-2910
Robby Menendez 613-4698

Loretta Ingraham Pool
1611 N. Hubert Avenue
348-2080
Grayson Brody 373-9791

MLK Pool
2200 N. Oregon Avenue
259-1640
Robby Menendez 613-4698

Roy Jenkins Pool
154 Columbia Drive
250-3355
Loretta Pippin 415-5612

Spicola Family Pool
261 E Corrine Street
242-5355
Loretta Pippin 415-5612

Sulphur Springs Pool
701 E. Bird Street
931-2156
Robby Menendez 613-4698

Williams Pool
4362 E. Osborne Avenue
622-1909
Grayson Brody 373-9791

Shana Logan (O) 274-5175, (C) 373-2902, Shana.Logan@tampagov.net

Boathouse at Julian B Lane Riverfront Park
402 W. Laurel Street
Michael Moseley 239-7473

Marjorie Park Marina
97 Columbia Drive
Richard Achey 259-1604

Marlin Hall (O) 274-5447, (C) 477-1075, Marlin.Hall@tampagov.net

Ballfields and Athletics Maintenance Team

Kenny Raines: 363-4024

Jason Fernandez: 365-0496

Other City & Agency Numbers

<u>Area</u>	<u>Office Number</u>
City Building Maintenance	348-1166
Florida Fish & Wildlife Commission	(863) 648-3203
Hillsborough County Information	272-5900
Hillsborough County Parks	635-3500
Job News Line/Current Job Openings	274-8115
Tampa Police Department Non-Emergency	231-6130
City of Tampa Human Resources	274-8911
Parks and Recreation (CMOB Office)	274-8615
Poison Control	1-800-222-1222
Solid Waste/Dead Animal	348-1111
Facilities Maintenance Office	931-2636
Security Office	931-2168

GENERAL EXPECTATIONS

Employees are the Parks and Recreation Department's first line of accident and injury prevention as city facilities. They are expected to educate and inform patrons of and enforce all facility rules and regulations.

All staff are expected to remain vigilant in their efforts to provide a safe environment and to prevent the occurrence of accidents, injuries, and/or emergency situations. In the event of an accident, injury or emergency, staff are expected to respond accordingly, to the given situation, by providing appropriate emergency care and/or first aid (see Safety and Emergency Policies and Procedures).

As City of Tampa Parks and Recreation employees, you are always expected to conduct yourself in a professional manner. All employees are expected to exhibit self-respect through their dress and conduct on and off the job. Additionally, all staff are compelled to report or notify their supervisor of all unsafe behavior, conditions, equipment and/or situations.

1. Report for duty on time every day as assigned. Dependability is a core value for all employees of the City of Tampa.
2. Give at least a 30-minute notice if unable to report to work or for expected tardiness.
3. The Supervisor is responsible for making the work schedule. All changes must be approved by the Supervisor.
4. Leave requests are submitted in Kronos and approved or denied by the Supervisor per the ATU contract.
5. Use Kronos as directed to punch in/out during each shift. If Kronos is down, make a phone call to your supervisor from the facility to establish you are reporting to work/leaving work as directed.
6. Wear issued uniform while on duty. Jewelry is to be kept to a minimum. Failure to comply with the uniform policy may result in discipline.
7. Always establish and maintain good public relations and help in a courteous manner.
8. Secure personal cell phones in required locations and use only during assigned breaks.
9. During the shift, staff must confirm with the site lead or Supervisor that the break will not impact operations or create safety issues for coverage before they start their break. Contact your supervisor if you are leaving the site for your break.
10. Keep all food out of sight of patrons unless approved by your supervisor.
11. Always conduct yourself in a professional manner.
12. Stay at the facility unless authorized by the supervisor to leave.
13. Seek additional work assignments during hazardous weather closings.
14. Progressive discipline is used to correct behaviors. Supervisors will verbally correct an action at the first offense. If the behavior continues, the supervisor will document the needed correction and the employee will sign an acknowledgement. If the behavior continues, a written reprimand is administered and is overseen by the Human Resources Department.
15. Seasonal employees are given directives and daily assignments through the key leader on duty or their designee.
16. In a citywide emergency (example: Hurricane), all City of Tampa employees may be called to action to provide service as well as protect and secure city property. Any release from duty in emergency situations comes via direction from the Mayor's office. Wait for any instructions from your supervisor.
17. For detailed information regarding employee policies and procedures, review guidelines provided in the ATU contract at tampa.gov.

PERSONNEL INFORMATION

Kronos

All staff will fill out Kronos timecards and must punch in/out daily. Kronos is to be approved by the supervisor. Please **email** your supervisor if you miss a punch in/out.

Payroll

Employees are paid bi-weekly through direct deposit. Your wages will be deposited into your account on pay day Friday. If you would like to access and/or print your pay slip, log into your Oracle Cloud account.

Once on the site, your user ID is your 5-digit payroll number and your password is: first letter of your first name, first letter of your last name, and the last 4 numbers of your social security number (Example: user ID: 12345; password: jd1234).

If you have questions or are unable to access your pay advice, contact your supervisor or payroll for assistance.

Work Week Schedule

Your supervisor will notify you of your schedule. It is your responsibility to know your scheduled work time. Adjustments in schedules by staff must be pre-approved by the supervisor. The supervisor will determine the work week for both permanent and seasonal staff.

Reporting for Work

- Report to your workplace prior to your scheduled time. Tardiness will not be accepted.
- At your scheduled time to start, your uniform (and fanny packs for Lifeguards) must be on and you must be ready to begin work.

Lunch & Breaks

- All lunch schedules will be set by the supervisor.
- A mandatory lunch break of 30 minutes to 1 hour will be scheduled for each employee based on work schedule. Employees must punch in/out in Kronos.
- Employees are encouraged to bring their lunch/dinner from home.
- **Time cannot be accumulated for not taking a break, nor can you use it to leave early or come in late.**

Requesting Time Off

- All requests for time off must be submitted at least two (2) weeks before the requested time. The supervisor will grant or deny the requested time off.
- Request for Leave forms must be filled out for any time you will not be available for work on your regular work schedule and must be approved by your supervisor prior to your leave.

Absence

- When absent due to illness, the supervisor must be notified at least 30 minutes before scheduled work time. If unable to reach your supervisor, employees should continue calling until they reach the appropriate person. For your supervisor's contact information, please refer to Important Phone Number on pages 5-7 of this manual. It is your responsibility to make every effort in notifying your supervisor.

AWOL

- If you fail to notify your supervisor of your absence, tardiness, illness, etc., you will be considered Absent Without Leave (AWOL) and appropriate discipline will be taken.

Seasonal staff do not receive paid sick or vacation time. If possible, the supervisor will readjust the work week schedule to accommodate approved time off. If not, the employee will mark "Other" and specify "NOT" on the Request for Leave form.

Seasonal Staff Evaluation

Performance appraisals are conducted by the supervisor for all employees.

Employee Discipline

Failure to comply with all rules and regulations of the City and Department including this manual may result in disciplinary action. Additionally, disciplinary action will be taken for any misconduct by the employee. The procedures for employee discipline can be found in the City of Tampa Personnel Manual.

Supervisory conferences will be held to solve or prevent problems. Supervisors will use the Notice of Disciplinary Action Form to state the instance and type of misconduct by the employee. An employee who signs a disciplinary form is only acknowledging receipt and is not an admission of guilt.

Workplace Violence

The City of Tampa has ZERO tolerance toward workplace violence including, but not limited to, harassment (including sexual), threats, physical attack, or property damage.

If you feel you have been a victim of workplace violence, report it to your Team Supervisor (or other management) immediately. They will contact Employee Relations to assess and investigate the incident. For additional information on Workplace Violence see the City of Tampa Personnel Manual.

Discriminatory Conduct

Employees shall not engage in offensive verbal or physical conduct directed against an employee, a citizen, or any other person or member of the public based upon race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status, or marital status. Employees shall not engage in such conduct at any time during working hours or on any City premises. Employees are also forbidden from such conduct while off duty if such conduct adversely affects the employee's ability to perform his or her city duties.

GENERAL POLICIES AND PROCEDURES

All employees should act as leaders and set an example to all participants. It is your responsibility to engage and interact with patrons/participants in a positive and enriching manner.

Confidential Information

Information on an individual employee, such as home address, personal phone number, age, marital status etc. will not be given to the public. In the event of extreme emergencies, messages will be forwarded to the employee.

Change in Personal Information

If you have a change in personal information, such as home address or personal phone number, you must contact Human Resources within five (5) days of the change at one the numbers listed on pages 7.

Hours of Operation

Opening and closing areas during posted operating hours is essential to public support and safety. Parents/Guardians often drop off their children confident that our staff will supervise them. If a facility must be closed for holidays, repairs, special events, etc. conspicuous signs must be posted.

Opening/Closing Procedures

It is your responsibility to check for vandalism, burglary, broken glass, plumbing problems, etc. each day you open/close the facility. Report any serious occurrences to the supervisor and park security immediately. At closing, check all electrical operating appliances, such as fans, coffee makers, etc. Be sure that all rooms of the building(s) are checked for occupants prior to locking doors. Be certain all doors and windows are locked, computers and lights are turned off (other than security lights), toilets flushed, and faucets off.

Prohibited Items/Actions

The use of tobacco products on areas in view of participants or at city/department activities/events is not permitted during on-duty time. Participants 18 years or older are not permitted to smoke except in specially designated outside areas. In such areas, receptacles should be provided, and fire prevention measures taken.

Intoxicants (alcohol or drugs) of any kind are not permitted on city/department areas. Employees involved in possession, use, or distribution of such will be turned over to law enforcement and fully prosecuted. Violation of this policy by any employee is cause for immediate dismissal.

Profanity, including ethnic or sexual slurs, will not be tolerated and is cause for disciplinary action.

All weapons including, but not limited to, guns (whether licensed to carry one or not), knives, sling shots, explosives, etc. are not permitted on any city property, building, or in relation to any city/department activity/event. Violation of this policy by any employee is cause for immediate dismissal.

Games of chance and gambling are not allowed in any city/department area.

Telephone Usage/Use of Electronic Devices

The telephone should be answered the following way:

"Thank you for calling the name of site/facility. This is your name. How may I help you?"

Remember to be courteous and provide accurate information. The initial contact or impression is ever lasting.

The telephone is there to be used in an emergency for patrons and for supervisors to be able to contact the facility. No personal phone calls are allowed unless approved by the supervisor. Please do not tie up the phone line.

If you do need to make a call, dial 9 + number (area codes may be required in some instances).

Employees are directed to make personal calls during breaks and lunch periods only and to ensure that friends and family members are aware of the department's policy. All personal cell phones are to be turned off or set to vibrate during work hours.

Personal calls during work hours, regardless of the phone used (facility, cell, etc.) and the use of mp3 players and other electronic devices, interferes with an employee's productivity, is disrespectful to participants, increases safety concerns, and is distracting to others; therefore, no electronic devices are to be used during work hours (except for breaks and lunch). The city will not be liable for the loss of personal items brought to into the workplace.

Off Site Activities/Field Trips

Staff will still be responsible for supervising participants when off site, regardless of whether it is another city or private facility.

For example, if participants are taken to a pool, it is your responsibility to make sure participants are behaving appropriately and in a safe manner. DO NOT rely solely on the lifeguards as they are there for ALL public participants and patrons. Your coworkers will appreciate your assistance in watching the participants from your facility.

Customer Service

Employees are direct representatives of the Tampa Parks and Recreation Department and the City of Tampa. Staff members shall always be courteous to all participants and patrons of the facility and will always maintain a professional attitude. Relations with the public shall be a top priority.

Questions from the Public

- Answers to questions will be based on FACT ONLY. If you do not know the answer to a specific question, refer that person to the supervisor or the Area Manager.

Complaints from the Public

- All complaints shall be directed your supervisor.
- Contact a supervisor to inform him/her of any out of the ordinary dealings with the public.

Interaction with the Media

- As a city employee you are not allowed to provide any information or conduct an interview. If you are approached by the media, please refer them to the supervisor.
- Credentialed journalist may take photographs and video footage on any park and recreation sites **without** permission. You should request to see credentials and must inform the journalist of any children who **do not have approved** photo release forms onfile.
- Still and video photography from which images will be used for commercial profit or distribution, or any use other than reporting for an accredited news media outlet, must be approved in advance by the Communications and Events Superintendent and a permit obtained from the Tampa Film Commission Office.

Movies/Videos

All movies and/or videos arranged for participant viewing at any department facility or theater must have a "G" rating.

Lost and Found

Any lost and found articles/items should be handled as follows:

- All found articles should be labeled with the date found, where found, and by whom.
 - Articles will be held for 45 days at that location, if the owner is not located prior to the holding period.
 - After the 45 days, any unclaimed low valued items such as towels, clothing, etc. may be disposed of.
 - Every effort should be made to locate owners of items such as purses, wallets, etc. and your supervisor should be notified immediately.
 - If you are unable to locate the owner of valuable items, such as purses, wallets, jewelry, money, etc. within 24 hours of the time you found the item(s), you must report it to the Tampa Police Department by calling their non-emergency number (231-6130).
 - Any person claiming lost items should not be given items unless approximate date of loss, possible place of loss, and a good description of the item are provided.
 - Participants/patrons are encouraged to lock up their own valuables in a safe place and out of site.
 - The city and department are not responsible for lost articles/items.

Parent Guide

The Parent Guide is an informational packet given to parents/guardians of our participants. This guide covers general guidelines of what to expect from our program and what we expect from parents/guardians and participants. It also discusses unacceptable behavior and corresponding progressive discipline.

You are strongly encouraged to familiarize yourself with this guide, so that you can answer questions parents/guardians may ask and know how to handle disciplinary issues that may arise. Your supervisor will be able to provide you with a copy and answer any questions you may have.

Participant Discipline

The Parks and Recreation Department uses progressive discipline to encourage positive behavior. Any discipline should be fair but firm. Staff may not and will not strike or physically punish any participant. Please refer to the Parent Guide's Code of Conduct for participant discipline. In some instances, it may be necessary for a child to be sent off the area. You must contact the parent/guardian of the participant and let them know they need to pick up their child immediately. The employee should be sure the parent/guardian and the participant understand why he/she is being asked to leave. The child must be picked up by the parent/ guardian or a person authorized to pick up the child (must be on the approved list). Any discipline must be documented on the Incident Log.

Participant Illness/Communicable Diseases

If a participant becomes ill during the day, the parent/guardian will be notified. When the illness involves a fever, vomiting, rash, or communicable disease, the child must be picked up immediately by the parent/guardian.

Children sent home due to illness, or a contagious condition are not allowed to return until the onsite staff verifies the situation has been resolved. The parent/guardian may be required to provide documentation from a licensed physician.

Participant Medication

Parents/Guardians are encouraged to schedule their child's medication, so all medication is given at home. However, there will be circumstances which will require a child to bring their medication to the program. Parents/Guardians and participants must abide by the policy listed in the Parent Guide and fill out a Participant Medication Form.

If a participant has approved medication with them, you will only monitor required usage. You are not permitted to administer medication under any circumstances.

SAFETY AND EMERGENCY POLICIES AND PROCEDURES

Prevention: the main responsibility of any Parks and Recreation employee is the safety of all participants. Therefore, prevention is crucial. You must be able to see accidents before they happen and take immediate action.

Security: staff members provide security for all participants; you are the authority figure that is expected to act in enforcing all rules and City ordinances.

Safety Practices

The safety practices below should be always followed:

- Staff will not be allowed to leave the facility without supervisor approval.
- A minimum of two (2) staff members must always be on duty.
- Activities such as card playing, watching videos, watching TV, playing games on the computer, and cell phone usage are strictly prohibited. Failure to comply may result in disciplinary action.
- Conduct all activities in a safe manner by removing potential hazards.
- Teach proper use and care of facility equipment and apparatus.
- Report any unsavory community conditions in neighborhoods (dumping, loitering, etc.) to your supervisor.
- Develop a sense of responsibility in maintaining a clean and safe area for your participants and patrons.
- Pick up glass and other sharp objects from activity area daily. Except at pools, barefoot participation is prohibited.
- All bicycles must be in racks or designated areas.
- Keep doors and fire exits clear of obstruction. All doors must be unlocked and usable as exits when building is in use.
- Use only grounded electrical appliances and equipment. Do not overload outlets and avoid using permanent extension cords.
- Avoid using flammable decorations. Crepe paper and similar material is not to be attached to ceiling lights or other fixtures.
- Do not allow participants/patrons to climb fences, trees, roofs, or equipment supports.
- An emergency has priority over ALL other responsibilities of a recreation leader. Procedure must be instinctive and without hesitation (for lifeguards, refer to the Emergency Action Plan on page 22).

Material Safety Data Sheets (M.S.D.S.)

Florida Statutes Chapter 442, commonly known as the "Right to Know Law" directs employers to notify employees of chemicals they may use during the workday within their respective workplace. This notification and subsequent training on the handling and safeguards of these chemicals must take place at the beginning of an employee's employment and annually afterwards. Employees who handle chemicals will be subject to the above law. The supervisor will review all M.S.D.S. and record such training.

Orderly Work Areas

Orderly work areas result in fewer hazards. Equipment must always be arranged in an orderly fashion; flammable materials need to be properly stored and away from combustible sources; offices and desks kept neat; extinguishers, meters, shut-off valves, etc. should always be clear.

All staff, volunteers, and instructors should share this responsibility.

Severe Weather

Severe weather can occur at any time. All staff should be attentive to all weather changes and conditions. You are required to take immediate action if there is severe weather just prior to or during hours of operation for the protection of all participants and patrons.

During lightning, severe rainstorms, tornadoes, etc. staff is required to clear the area of people as quickly as possible and/or stay with patrons until clear. If time permits, parents should be notified to pick up their child(ren) or you must move patrons/participants to a secure shelter as quickly as possible. Staff will report to assigned alternate areas as directed by their supervisors.

For Beaches/ Pools

- Clear everyone from the water at the first sound of thunder or first sight of lightning. Guards in an elevated stand should get down immediately.
- Move the patrons inside to a safe area. For outdoor facilities, move everyone inside. Large buildings are safer and open structures such as pavilions and shelters are NOT considered safe. In some locations, the only safe place for the guests may be their vehicle. If you are on a field trip to the pool with participants, take them all to the transportation vehicle.
- Keep the patrons/participants out of showers and the locker rooms during a thunderstorm. Water and metal can conduct electricity.
- Refrain from using a telephone connected to a landline except in an emergency.
- Keep everyone away from windows and metal objects (i.e., doors, frames, lockers).
- Keep watching for more storms and monitor weather reports on a broadcast radio or weather radio.

The National Lightning Safety Institute (NLSI) recommends waiting 30 minutes after the last sound of thunder is heard before resuming. The City of Tampa follows the NLSI guidelines.

If caught outside in a thunderstorm and there is not enough time to reach a safe building, lifeguards should take the following steps:

- Keep everyone away from structures in open areas, such as picnic shelters.
- Keep away from tall trees standing alone and any tall structures.
- Keep away from water and metal objects.
- Keep as low to the ground as possible (squat).
- Do not lie flat on the ground, minimize ground contact.

Evacuation Plan

An evacuation plan should be posted at each facility. Familiarize yourself with it and let your supervisor know if you have any questions.

Missing Participant Protocol

If you suspect that a participant under your supervision is missing, follow the protocol below:

1. Stop your activity and conduct a head count and roll call.
2. If it is determined that a participant is missing, notify your team leader immediately. DO NOT leave your group unsupervised during the search.
3. The team leader shall coordinate a search to be conducted of the entire facility (both indoor and outdoor) and obtain any information from possible witnesses.

Written Reports

While writing and maintaining written reports are the responsibility of the supervisors, there may be times when an employee may be asked to fill out certain forms, therefore you need to be familiar with these forms. They include: the Participant Accident and Property Damage Report; Program Attendance Report; Request for Leave

Participant/Patron Accidents & Incidents

All accidents/incidents should be given priority attention by staff. Use of first aid and/or CPR should be given, and authorities notified, if necessary. Please refer to Calling 911 on page 16 for what to say when calling emergency responders.

As soon as possible, the employee will tape off the area where the accident occurred and notify their supervisor of the accident/incident. The supervisor will be responsible for investigating the accident/incident. The employee shall not express an opinion nor make any statement to anyone concerning the accident/incident.

Employees should never pay bills or state that the Tampa Parks and Recreation Department or the City is responsible or at fault or will pay the hospital, doctor, or medical transportation bills. Staff shall not sign a hospital admission slip. This is the responsibility of the adult patient or participant's parent/guardian.

If the participant involved in an accident or serious incident is a minor, the parent/guardian must be notified immediately. All head injuries must be treated as serious cases.

Any time a participant is injured during an activity/event in which a Field Trip/Activity Authorization, Release and Waiver of Liability, and Indemnity Agreement was needed, a copy of that form must be attached to the accident report.

A Participant Accident and Property Damage Report will be completed and submitted to the supervisor within 24 hours of any accident/incident that occurs. It should also include the Tampa Police Department and/or the Tampa Fire Rescue report number, if applicable.

Serious Participant/Patron Accidents & Incidents

Any accidents/incidents that involve difficulty breathing, broken bones, severe bleeding requiring hospitalization, any accidents/incidents where emergency responders were called, etc. should be considered serious in nature.

The employee will tape off the area where the accident occurred and notify their supervisor of the accident/incident as soon as is possible. The supervisor will be responsible for investigating the accident/incident. The employee shall not express an opinion nor make any statement to anyone concerning the accident/incident.

Employee Injuries

Any employee injury occurring while on duty will be reported immediately and no later than 24 hours to the supervisor explaining how the accident happened and what injuries occurred. All employees are covered under Workman's Compensation Insurance. A First Report of Injury or Illness Form and an Accident/Illness Cause Analysis Form will be completed and signed by the employee and turned in by the supervisor.

Staff may not participate in recreation activities for their own pleasure during their assigned work hours. Employees doing so will be subject to disciplinary action. Injuries sustained from such participation may not be covered under Workman's Compensation Insurance.

If an employee is seriously injured call 911.

What to Say When Calling "911"

Being involved or witnessing an emergency can be very stressful; however, it is essential to get the information below for the message to get out to the police/fire rescue as quickly as possible. It is important to remember to stay calm and try to be vigilant to every detail.

The questions below are general. Emergency dispatchers will ask you additional questions depending on the incident. It might be helpful to review these questions periodically to familiarize yourself with them.

1. What is your emergency/situation? Be as detailed as possible. Do you need an ambulance for medical assistance, the fire department, or police assistance?
2. Where is the help needed? Be specific; include the physical address and exact location if within a large area (for example, "at the gazebo near the west entrance off of Main St.").

Address of Facility: _____

3. When did it happen? Is it happening now (in progress), did it just happen (just occurred), or did someone just find it (delayed)?
4. Who is involved? Include how many people, condition of the victim(s), and a detailed description of the suspect(s).
5. Why, if applicable. Is there something that lead up to the incident?
6. What help (First Aid) is being given, if applicable?
7. Give your name and phone number of facility.

Phone Number of Facility: _____

8. DO NOT **HANG UP** UNTIL INSTRUCTED TO DO SO.
9. Remember to "Hang Up Last"
10. Return to the victim and continue to care for the victim or help until emergency personnel arrives and takes over.
11. If possible, send someone to meet emergency personnel to lead them to the area of concern.

Fire Extinguishers

Every employee must know where the fire extinguishers are located.

The fire extinguishers at your facility are located: _____

First Aid

All staff members must have the ability and self-confidence to evaluate and control any medical emergency that may arise.

First Aid boxes shall always be fully supplied and placed in a convenient location at all department buildings. Every employee must know where the First Aid box is located.

The First Aid box at your facility is located: _____

First Aid boxes are to be taken to all field trips/activities off site. The following items are considered the authorized contents for First Aid boxes:

- Gauze Pads
- Roll Bandage
- Adhesive Tape
- Scissors
- Band-Aids
- Triangular Bandages

Blood Borne Pathogens and Disease Prevention

Blood Borne Pathogens are infectious materials in the blood that can cause diseases in humans, including hepatitis B and C (HBV, HCV) and human immunodeficiency virus (HIV). These diseases may be transmitted during a rescue or first aid incident or while cleaning up a body fluid spill. (OSHA)

Universal Precautions

The term universal precautions refer to the practice of treating all materials that may have come in to contact with blood or body fluids as if they are infectious. Universal precautions to prevent disease include having lifeguards and first aid providers:

- Wear personal protective equipment when providing care, especially if contact with blood or body fluids is possible.
- Wash hands thoroughly with soap and warm water before and after providing care.
- Dispose of all potentially infectious materials in the appropriate container: gloves, bandages, towels, or clothing articles that may have blood or body fluids.

(American Red Cross)

Personal Protective Equipment

Personal protective equipment refers to equipment and supplies that are designed and intended to be used to prevent lifeguards and first aid providers from coming in to direct contact with potentially infectious materials. These materials should be readily available to lifeguards or first aid providers and can be kept in a hip pack or first aid kit that is maintained in a centrally convenient location. Basic personal protective equipment includes:

- A resuscitation (CPR) mask
- Disposable gloves (Nitrile)
- Goggles, mask, and gown (if splattering is likely)
- Protective

footwear (American Red Cross)

Decontamination of Blood and/or Body Fluid Spills

All equipment, environmental, and working surfaces shall be cleaned and decontaminated after contact with blood, body fluids, or other potentially infectious materials.

- The best method of minimizing potential blood borne pathogens in swimming pools is through maintaining proper "Free Active Chlorine" levels. Ideal range 1.0 - 3.0 parts per million (ppm).
- Porous surfaces like concrete, granite, rock etc. should be treated as follows:
 1. Ensure that personnel and patrons are well away from the cleanup activity (isolate the area, if necessary, before spray and rinse application, with cones or caution tape).
 2. A solution of 4 oz. of bleach with 1 gallon of water should be applied on all contaminated surfaces with a garden sprayer and allowed to stand for five minutes.
 3. Rinse the surface thoroughly with water from a hose toward a drain if possible.
 4. Repeat steps 2 and 3.
 5. Allow the surface to dry completely before permitting anyone to walk on or use it in any way.
- Hard surfaces, such as bleachers, diving boards, sealed concrete courts etc. should be treated as follows:
 1. Ensure that personnel and patrons are well away from the cleanup activity (isolate the area, if necessary, before spray and rinse application, with cones or caution tape).
 2. Use a solution of 4 oz. bleach with 1 gallon of water.
 3. Wear impermeable gloves.
 4. Contain the blood spill to the smallest area possible by absorbing the spill with paper towels.
 5. Decontaminate the surface with the bleach solution using disposable towels and let stand for five minutes.
 6. Re-clean the hard surface using fresh disposable towels and the bleach solution and let stand for five minutes.

7. Rinse with fresh water and fresh disposable towels and allow the surface to dry completely before allowing anyone to walk on or use it in any way.
 8. In the case of a diving board, follow the above decontamination process and scrub the diving board with a plastic or fiber bristle brush. Afterwards, rinse the remainder into the pool water along with the beach cleaning solution. The result should be the thorough removal of all contaminated materials. Allow the diving board to dry completely before it is used again.
 9. Place all soiled waste in a plastic moisture resistant bag.
 10. WASH YOUR HANDS!
 11. Trash and other waste contaminated with blood/body fluids should be regarded as potentially infectious and treated accordingly.
- Grass and dirt/sand surfaces contaminated with blood/body fluid should be treated as follows:
 1. Treat with a solution of 4 oz. bleach with 1 gallon of water.
 2. Apply the bleach solution until contaminated area is completely saturated.
 3. Isolate the area with cones and/or caution tape to keep people out of the area until it is completely dry.
 4. Dirt and sand areas should be turned over with a shovel and raked. Shovels and rakes will require decontamination with the same bleach solution as above.
 - Personal protective equipment such as resuscitation (CPR) masks should be properly decontaminated before they are used again. Rescue tubes, plastic spine boards, straps, and head immobilizers should be properly decontaminated before being placed back in service.
 - Report all potential exposure to blood/body fluids or potentially contaminated materials to a supervisor immediately.
- (U.S. Diving Safety Training Manual)

UNIFORM POLICY

The personal appearance of the Tampa Parks and Recreation Department employees is a form of non-verbal communication that conveys to the public an image of pride, competence, and professionalism. Clothing and personal appearance influence the employees and on perceptions and feelings others have on us as individuals. A businesslike appearance helps us establish a professional outlook, which is reflected in our performance. Employees are expected to report to work dressed in uniform and groomed appropriately for business. This image is essential in promoting the Department's mission.

Uniforms are provided and are considered City property which are not to be altered or personalized in any way, must be worn at prescribed times, and kept clean and in good condition.

Recreation Leaders

- Uniforms shirts should be worn with approved shorts or slacks.
- Shorts are to be hemmed no shorter than mid-thigh and no longer than two (2) inches below knee.
- Inside camps at Wayne Papy and New Tampa staff are to wear black leggings and uniform shirt.
- Properly fitting pants/trousers or shorts are to be worn as designed (natural waistline) and not allow undergarments to be visible.
- Properly fitting shirts or T-shirts are to be tucked into the pants/trousers or shorts, unless designed or fitted to be worn otherwise.
- Only Department approved or issued caps and visors may be worn during work hours.
- Personal clothing may not be mixed or worn with uniforms unless in extreme weather conditions.
- Close-toed shoes must be worn. Tennis shoes or sneakers are recommended.
- Sunglasses must be conservative.

Additionally, all employees are strongly advised to apply or wear waterproof and sweat proof SPF40+ sunscreen and reapply frequently throughout the day.

If employees are unable to wear the current issued uniform due to medical problems, they will be required to provide their supervisor a physician's statement indicating the inability to wear their uniform.

- Failure to follow instructions may result in disciplinary action.
- Issued uniform clothing is not to be worn off duty except to and from work.
- Worn or damaged uniforms are to be turned into your supervisor for replacement.