

Florissant Parks and Recreation Department		
<i>FPRD-04</i>		
March 2025		
Establishing Policies, Rules, Regulations and Operational Procedures		
	Approved by:	
	Approved by: <i>Johnny Kovacic</i> <small>Director of Parks and Recreation</small>	

Florissant Parks and Recreation Department Policy Development and Implementation

Policy Overview: This policy outlines the procedures for establishing and implementing policies, rules, regulations, and operational procedures within the Florissant Parks and Recreation Department.

City Policies:

- A city committee may be formed to work with relevant personnel to review, research, and develop policy changes or additions.
- A timeline should be established for this process.
- Upon approval, implementation and training should occur within the division.

Agency Policies, Rules, and Regulations:

- Policies, rules, and regulations can be created and implemented according to the city code.
- Staff should discuss any changes or additions with the superintendent and Director of Parks and Recreation.
- Once approved, efforts should be made to ensure consistency across the agency.
- Upon approval, all superintendents should implement and train staff accordingly.

Operational Procedures:

- Superintendents have discretion over operational procedures.
- Operational procedures should be outlined in the Florissant Parks and Recreation policies and procedures.
- Access to the policies and procedures should be provided to staff during orientation.
- Operational procedures should be reviewed annually and incorporated into training.

This policy ensures a systematic approach to policy development and implementation within the Florissant Parks and Recreation Department, involving relevant stakeholders and ensuring consistency and transparency throughout the process.