



THE CITY OF
ALLAS
REGON

Adopt-a
PARK
program

TRAINING HANDBOOK





TRAINING HANDBOOK

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ABOUT OUR PROGRAM

Our Purpose

The primary purpose of the Adopt-A-Park (AAP) program is to promote partnerships between community members, groups, and businesses to assist the Parks staff with routine maintenance, clean up, and beautification of parks, open spaces, and trails, creating a beautiful, clean environment for all to enjoy.

Through the use of volunteers, designated areas will be spruced up by removing litter and debris, controlling weeds, caring for plants, mulching around trees and planting areas, raking leaves, identifying hazards, reporting vandalism, and planting trees, shrubs, and other approved vegetation. The program also aims to educate Dallas residents about the importance of our parks, open spaces, and trails.

Our Volunteers

AAP unites and supports all people interested in improving Dallas's neighborhood open spaces and trails.

Areas to Adopt

You can adopt an entire park or a particular section of trail or area in a park, including:

- Sports fields
- Courts
- Trail sections
- Playgrounds
- Flower beds
- Undeveloped park land
- Exercise areas
- Trees and shrubs

What You Can Do

Volunteers can:

- Pick up litter
- Rake leaves
- Report park hazards
- Report graffiti
- Sweep courts and pathways
- Pull weeds
- Plant plants
- Report illegal dumping, storm damage, and other hazards

Minimum Commitment

We ask for a minimum commitment of one year of service to your adopted park or trail. We also ask that volunteers perform tasks at their location a minimum of once per month.

Initial Adoption Process

- The group leader or individual must complete, sign, and return the *Adopt-A-Park Program Application*. All group members must sign and return the *Volunteer Service Agreement and Release* prior to beginning work. Minors are required to have a parent's or guardian's signature.
- Park staff will process your forms and contact you with your notice of approval or denial.

ADOPT-A-PARK TRAINING

Once your application is approved, Park staff will train the group leader, group, or individual in basic tasks.

Volunteers are required to sign the *Volunteer Service Agreement and Release* PRIOR to performing ANY tasks in the park, and to read, understand, and abide by the Safety Guidelines in this handbook and must abide by all park and trail rules and ordinances. Once you are trained, you or your group will be considered active volunteers.

Active Volunteers

- **Basic Tasks vs. Advanced Tasks:**
 - Basic Tasks are tasks that can be done at your park on a regular basis, do not need approval or supervision from Park staff, and do not require special tools. These tasks include:
 - Litter removal
 - Sweeping courts and pathways
 - Weeding
 - Reporting hazards, graffiti, storm damage, etc.
 - Advanced Tasks are tasks that will require approval and/or supervision from park staff, as well as special training, equipment not regularly stocked by AAP, and debris removal. These tasks include:
 - Planting projects or plant removal
 - Major weed removal or pruning
 - Repainting park fixtures or buildings
 - Any other tasks not designated as Basic Tasks
 - If you are interested in performing an advanced task at your park or trail, please fill out the *Advanced Tasks Request Form* and the *Supply Request Form* and return them to Park staff no later than four weeks before your proposed project date.
 - At times, park staff may have Advanced Tasks they wish to have completed in their parks. You may be contacted and given an opportunity to assist in the project.
- **Hours Tracking:**
 - Volunteers must keep track of all hours spent volunteering on a monthly basis and report total hours to Park staff on the Volunteer Hours Report Form. Hour reports are due by the fifth day of each month. Park staff documents this information and tabulates total yearly hours, which helps the program in the following ways:
 - Justifies the need for more tools and supplies when drafting the budget.
 - Accounts for total donated time to the City for annual statistic reports.
 - Confirms the growth or decline in volunteer participation.
 - Assists students that are required to perform community service hours.
 - Helps the office provide volunteer awards and recognition.

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- **Adding or removing members from your group:**
 - New members that join your group must sign and return the *Volunteer Service Agreement and Release* PRIOR to performing ANY tasks in the park.
 - Group leaders are responsible for training new members in their tasks and the program guidelines.
 - Group leaders must inform Park staff of any group members that join or leave the group by completing the *Group Member Addition/Removal form* and returning it to Park staff.
- **Supplies**
 - AAP provides you with some of the tools and supplies needed to assist you in your duties. This will help you do your job and keep our parks and trails clean! The following tools and supplies are available to be checked out:
 - Trash bags
 - Litter sticks (“garbage picker-uppers”)
 - Gardening tools, such as rakes and brooms
 - All tools are available on a check-out basis. Except for trash bags, tools must be returned within 5 days following completion of your tasks. For basic tasks, please fill out the Supply Request Form and return it to Park staff no later than 2 weeks before you need them. For advanced projects, please return the Supply Request Form with your Advanced Tasks Request Form.
 - You will be required to sign the *Tool Check-Out Form* for tools provided to you. By promptly returning your checked-out tools, you allow other groups to use the tools and help the City save money!

Recognition

Adopters receive:

- An official Certificate of Adoption
- An adoption plaque with the adopter’s name on it and which will be posted at the adopter’s site after 20 hours of reported volunteer hours. The sign will remain posted as long as the group/individual remains an active Adopter.
- Acknowledgement on the City of Dallas Parks and Recreation website
- Acknowledgement on a Park program brochure or flyer

Retirement

When you are no longer able to volunteer in your park or on your trail, we ask that you complete a *Permit Renewal or Cancellation Form* and send it to Park staff.

Upon receipt of your cancelation, and as a thank you for your service, Park staff will:

- Send a retirement certificate and letter to the group leader or individual
- Remove your plaque from your park or trail and mail it to you

Special Note:

From time to time, staff may make changes to forms and handbooks. Please check with Park staff at least once per year to make sure you have the most current information. You and your volunteers may be required to sign amended forms as a condition of continuing as volunteers with the AAP program.

SAFETY GUIDELINES

All volunteers should be advised of and are required to follow these guidelines while performing tasks at any park.

- Wear sunscreen, sunglasses, and a hat for protection from the sun
- Wear leather work gloves and/or latex gloves at all times
- Wear boots or sturdy, closed toe shoes
- Drink plenty of fluids
- Do not work in the street and use caution when working near streets
- Stay within designated cleanup boundaries
- Have all volunteers sign the volunteer waiver before participating. If volunteers are minors, their parent or guardian must sign.
- Do not trespass on private property
- Exercise extreme caution when working near a body of water
- Supervise children at all times
- Lift objects with your legs, not your back
- Tie bags tightly
- Leave pets at home
- Obey all park rules and regulations
- Beware of bees, poison ivy, poison oak, and other irritants
- Do not apply any pesticide or herbicide
- Do not operate machinery or dangerous equipment
- Wash your hands thoroughly when you're done
- Provide a cellular telephone for the group leader and list of emergency contact numbers
- Under no circumstances should you pick up any of the following items. Please alert the group leader and others in the area immediately if you find these items. The group leader should notify 503.480-4358 if these items are identified:
 - Hypodermic needles, medical waste, or condoms
 - Chemical containers
 - Dead animals
 - Sharp items (broken glass, nails, etc...)
- Report all accidents involving injury or equipment damage to your volunteer supervisor and Park staff

SPECIAL NOTE: For emergency assistance, please dial 9-1-1.

TASK GUIDELINES

Litter Removal

- Always wear work gloves.
- Work only during daylight hours.
- Work with a partner whenever possible.
- Do not work under potentially dangerous weather conditions, such as heavy rain or heavy winds.
- Don't overexert yourself. Be sure to take breaks and drink plenty of fluids.
- Don't lift with your back, lift with your legs!
- Don't pick up materials that you suspect might be hazardous such as needles, medical waste, condoms, or drug paraphernalia. Call 503.480.4358 immediately if you find such items.
- Don't pick up litter close to the edge of curbs unless oncoming traffic is clearly visible.
- Tie bags tightly before disposal.
- Do not stomp on trash bags. Stomping may cause sharp objects to puncture the bag.
- Recycle whenever possible.
- If trash cans are full, place your filled bags next to the cans. If you are planning a major clean-up and are anticipating filling up a large number of bags, please submit an *Advanced Task Request Form* to arrange for bag pickup.

Weed Abatement

- Before removing weeds, check with appropriate staff for approval.
- Contact the Park staff to coordinate in advance for pickup of clippings.
- Wear protective gear: safety glasses, safety vests, long pants and long sleeves, sturdy work shoes, and work gloves.
- Do not use power equipment; it is against City policy.
- Do not work under potentially dangerous weather conditions such as heavy rain or heavy winds.
- Do not spray or use any chemicals; it is against City policy.
- Don't overexert yourself. Be sure to take breaks and drink plenty of fluids.
- Be cautious around thorny or poisonous bushes.
- Do not bag weed clippings unless specified by park staff.
- Do not block pathways or trails.
- Be cautious and respectful of pedestrians, cyclists, and other park or trail users.
- Post appropriate "work ahead" signs on both ends of work area if working on a trail.

CITY OF DALLAS PARK AND TRAIL ORDINANCES

As an Adopt-A-Park volunteer, you have no authority to enforce City park and trail ordinances. They are provided, below, as information only and we do not recommend you approach park or trail users who are violating any ordinances. If you notice a violation of these ordinances, please call 503.831.3516 for non-emergency issues and 9-1-1 for emergencies.

Park Regulations

5.420 Bicycle, Scooter and Skateboard Regulations.

- (1) Persons riding or operating bicycles, roller skates, scooters, motor-assisted scooters or skateboards in all city parks shall yield the right-of-way to pedestrians at all times.
- (2) No person shall ride a bicycle, roller skates, scooter, motor-assisted scooter or skateboard on the suspended footbridge in the Dallas City Park or on any tennis court in a city park.
- (3) No person shall ride a bicycle, scooter or motor-assisted scooter Dallas Skateboard Park.
- (4) No person shall ride a motor-assisted scooter on any portion of the Rickreall Creek Trail System.
- (5) As used in this section, "bicycle," "roller skates," "scooter," and "skateboard" have the meaning set forth in section 6.700.
- (6) As used in this section, "motor-assisted scooter" means a scooter, as defined in section 6.700, that is equipped with an electrical or combustion engine power source that is incapable of propelling the vehicle at a speed greater than 24 mile per hour on level ground.

5.422 Destruction of Park Property.

- (1) No person shall remove, destroy, break, injure, mutilate, or deface in any way a structure, monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, tree, shrub, fern, plant, flower, or other property in all city parks.
- (2) No person shall use towels in an improper manner or waste soap or toilet paper, or deface, mar, destroy, break, write on, or scratch a wall, floor, ceiling, partition, fixture, or furniture, or the facilities provided in a public convenience station located in all city parks.

5.424 Prohibited Behavior.

- (1) No person shall sleep on the seats or benches, or use loud, boisterous, threatening, abusive, indecent language, or behave in a disorderly manner, or do any act tending to a breach of the public peace while in all city parks.
- (2) No person shall blow, spread, or place any nasal or other bodily discharge, or spit, urinate, or defecate on the floors, walls, partitions, furniture, fittings, or any portion of a public convenience station located in all city parks, or in any place in such station, excepting directly into the particular fixture provided for that purpose.
- (3) No person shall place a bottle, can, cloth, rag, or metal, wood, or stone substance in the plumbing fixtures in such station.

- (4) No person shall enter or remain in all city parks while in a visibly intoxicated condition.
- (5) No person shall light a fire or cause a fire to be lit in any city park except in fireplaces or fire pits provided for such use.
- (6) No person shall spread, place or dispose of briquettes, coals, ashes, embers or other burnt or burning material from a fireplace or fire pit except in receptacles provided for such use.

5.426 Park Hours.

No person shall be or remain inside of any Dallas park during hours that the park is closed, said hours to be set forth at each entrance to a park, except persons who are occupants of a self-contained recreational vehicle that is lawfully parked therein, or persons lawfully camping in a park pursuant to DCC 5.276.

5.427 Off-Leash Dog Park Regulations.

In any city park or area of a city park designated by resolution as an off-leash dog park, the following regulations shall apply:

- (1) A dog within the dog park must be accompanied by an adult owner or custodian who must maintain visual contact and voice control of the dog at all times while within the enclosed area of the dog park. No person may accompany more than two dogs at the dog park.
- (2) Dogs must be kept on a leash and under direct control until the adult owner or custodian of the dog and the dog are within the enclosed area of the dog park and the entrance gates are fully closed.
- (3) Children under 12 shall be permitted within the enclosed area of the dog park only under adult supervision.
- (4) No dog may enter within the enclosed area of the dog park if:
 - (a) The dog does not have a current dog license.
 - (b) The dog is not wearing a current dog license tag. This requirement shall not apply if the adult having control of the dog has proof of a current rabies vaccination in the possession of the adult at the dog park.
 - (c) The dog is ill or has fleas.
 - (d) The dog is a female dog in its oestral period.
- (5) The owner or custodian of a dog that exhibits threatening or aggressive behavior, or engages in fighting or rough play, shall immediately leash the dog and remove it from the enclosed area of the dog park.
- (6) The owner or custodian of a dog shall not permit excessive barking, and shall immediately leash the dog and remove it from the enclosed area of the dog park if excessive barking occurs.
- (7) The owner or custodian of a dog shall not permit the dog to dig, except in areas designated for digging. If a dog digs outside a designated area, the owner or custodian of the dog shall restore the area disturbed by the dog.
- (8) No owner or custodian of a dog shall groom or permit a dog to be groomed at the park.

- (9) The owner or custodian of a dog that defecates at the park shall immediately collect the waste and dispose of it in a safe and sanitary manner.
- (10) No smoking, food or alcoholic beverages shall be permitted within the enclosed area of the dog park; provided, that treats for dogs shall be permitted.
- (11) The dog park shall be open from dawn until dusk, unless otherwise directed by official signage.
- (12) The owner or custodian of a dog at the dog park shall be responsible for the behavior of the dog at the dog park and shall be deemed by use of the dog park to assume all risks associated with the use of the dog park with respect to injuries sustained by the owner, any children under the age of 12 that are under the supervision of the owner or custodian, and the owner or custodian's dog.

5.428 Violations.

A peace officer may exclude a person who violates DCC 5.420 to 5.427, Park Regulations, or DCC 4.704, Prohibitions regarding garbage collection and disposal committed within a city park, DCC 5.016, Drinking in Public Places, DCC 5.100, Unlawful Possession of Weapons, DCC 5.102, Discharge of Weapons, DCC 5.104, Possession of Loaded Firearm in City Park, DCC 5.210(6), No Smoking, DCC 6.105, Speed Limits in Public Parks, DCC 6.110, Vehicles in Parks, DCC 6.127(3), Horses on Streets, any crime punishable as a misdemeanor or felony under the Oregon Criminal Code or Oregon Vehicle Code, ORS 811.135, Careless driving, or ORS 475.992, regarding manufacture, delivery or possession of controlled and counterfeit substances, from all city parks for a period of not more than 30 days.

- (1) Written notice shall be given to a person excluded from the parks. The notice shall specify the dates of exclusion and shall be signed by the issuing officer. Warning of consequences for failure to comply shall be prominently displayed on the notice.
- (2) A person receiving a notice may, within ten days, appeal in writing to the city manager to have the written notice rescinded or the period shortened.
- (3) At any time within the 30 days, a person receiving a notice may apply in writing to the city manager for a temporary waiver from the effects of the notice for good reason.

[Section 5.428 amended by Ordinance No. 1682, passed January 7, 2008; Amended by 5.432 Penalty.

Violation of sections 5.420 to 5.432 is a civil infraction.

6.110 Vehicles in Parks.

- (1) No person shall ride a self-propelled motor vehicle in any park except upon existing roadways.
- (2) Section (1) shall not apply to:
 - (a) Motorized wheel chairs and other personal assistive equipment and vehicles for use by persons with disabilities, when operated by persons with disabilities at not more than five (5) miles per hour; and
 - (b) Authorized park maintenance and public safety vehicles.

5.210 No Smoking.

Smoking is prohibited and no person shall smoke:

- (3) On or within 25 feet of the external boundaries of the following:
 - (a) All city and school district sport playing fields, including, but not limited to, baseball fields, soccer fields, and football fields, during a group activity, including, but not limited to, spectator areas and bleachers.
 - (b) Public tennis courts, public basketball courts, the city aquatic center, and the city skateboard park, including, but not limited to, spectator areas and bleachers.
 - (c) The Dallas Rotary amphitheater stage, on the grass on the sides and/or in front of the stage, to and including the concrete bleachers adjacent thereto, during and within one hour before a concert or entertainment event.
 - (d) Any bus shelter structure.
- (4) In all city parks, including the Rickreall Creek Trail, and all parking lots adjacent to such parks and trail, except that the City Manager shall designate one smoking area within the Dallas City Park where smoking will be permitted.
- (5) The restrictions of subsections (1), (2) and (3) of this section shall not apply to persons traveling in a motor vehicle that is not a place of employment under ORS 433.835, nor to persons walking on sidewalks, parking lots, or other pedestrian pathways so long as they continue to move.
- (6) Smoking shall mean and include inhaling, exhaling, burning, or carrying any lighted cigarette, cigar, pipe, or other smoke equipment used for tobacco or any other weed or plant.
- (7) "No Smoking" signs, which identify the area where smoking is prohibited, shall be posted at the entrance(s) to all city buildings and city parks, and at reasonable places and intervals at all other locations where smoking is prohibited; provided, however, that the absence of a "no smoking" sign shall not justify a violation of nor preclude enforcement of this section. The area designated for smoking within the Dallas City Park pursuant to subsection (4) shall be identified by signs and markings as a smoking area.
- (8) Violation of this section is punishable by a fine not to exceed \$100. A person who violates this section while in a city park shall also be subject to exclusion from city parks pursuant to section 5.428.

IMPORTANT PHONE NUMBERS

City of Dallas Main Number

503.623.2338

For general information on City services. Please also visit our website at www.dallasor.gov.

Parks Division

503.831.3502

For information on neighborhood and regional parks, picnic reservations, dog parks, skate parks OR to report graffiti, broken sprinkler heads, and hazards. You may also email jeremy.teal@dallasor.gov.

City Sports Programs

503.831.3559

For general information on community sports programs.

Environmental Services Department

503.831.3555

To report the dumping of pollutants into the storm drain system.

Code Enforcement

503.831.3512

To report problems such as litter on private property or illegally parked vehicles.

Weed Abatement

503.831.3568

To report tall grass and weeds.

For more information about ADOPT-A-Park call 503.831.3502 or visit www.dallasor.gov/adopt-a-park

Notice of Nondiscrimination

The City will not discriminate against any person on the basis of race, religion, color, sex, sexual orientation, national origin, marital status, age, mental or physical disability, veteran's status or other protected status in accordance with applicable laws, unless based on a bona fide and lawful occupational or other qualification.