

# Park Ranger

August 12, 2016

**Introduction and Purpose** This document provides a summary of the recruitment, training and job expectations of the newly-funded Park Ranger position in the Public Works Department. It is the result of staff discussions on how best to use the position to address the security needs of the parks system given budget limitations and Budget Committee/City Council authorization. The information herein does not amend the official Human Resources classification system.

**Authorization** A part-time Park Ranger position was authorized by the Budget Committee in the FY 2016-2017 Public Works Budget. The position is budgeted for 1,040 hours and \$50,000.

The staff report presented to the Budget Committee included the following,

Park Ranger: As a half-time position, the park ranger would be assigned a Thursday through Sunday schedule for the months of April through October. Patrol responsibilities would involve all City parks, but focus on Minto-Brown Island, Riverfront, Wallace Marine, River Road, and Cascade Gateway. Monitoring and enforcement activities to be addressed by this position would include alcohol use, vending without a permit, compliance with dog leash rules, camping, and all other provisions of SRC Chapter 94 - Offenses in Parks. The park ranger position would perform general patrolling of high use areas and assist with the resolution of transient camps.<sup>1</sup>

Council will consider approving increase in the hours of the position to 1,300 on August 22, 2016. Based on the proposed classification of Code Enforcement Officer 1, the personal services costs are estimated at \$50,233 at the top of the pay scale (\$22.08/hour x 1,300 hours x 1.75). Additional start-up costs include vehicle, bicycle, radio, cell phone, uniform, and forms and pamphlets related to Park Administrative rules and *Salem Revised Code* provisions.

**Classification** *Park Ranger* does not exist in the City's Position Classification System. The position will be classified as a Code Enforcement Officer I. The required minimum qualifications will be as listed in the classification summary (with the exception of the items that relate to property issues). In addition:

- Proficiency in Spanish would be preferred;
- Experience or training in security;
- Physical expectations to include
  - Ability to ride a bicycle for extended periods of time; and
  - Ability to walk for periods of longer than an hour.

**Description** The Park Ranger position will provide day-to-day customer service, security and enforcement activities at the City's major parks. The Park Ranger will serve as an ambassador to park users by engaging with the public, providing assistance and responding to questions.

---

<sup>1</sup> Information report to Salem Budget Committee, Agenda Item No: 4.h, May 4, 2016.

Security duties will include vehicular, bicycle and foot patrol of the parks and be limited to “eyes on the park” with a duty to contact the City’s public safety agencies if a situation warrants. Under no circumstances shall a Park Ranger engage in law enforcement actions typically associated with police duties such as enforcement of criminal activities or arrests.

Enforcement duties will be limited in scope to offenses in parks and non-complex investigations. These will include enforcement of *Salem Revised Code* and Parks Administrative Rules related to appropriate park use. Responsibilities will include field inspections of complaints of simple or singular violations, working with the park users to obtain voluntary compliance from responsible parties, and conducting follow-up inspections, where appropriate. From time-to-time formal enforcement actions, including the issuance of citations for infractions or civil penalties may be imposed.

**Day-to-day duties** The Park Ranger position will be assigned to the Department Director’s Office and the incumbent work cooperatively with the Department’s enforcement and policy staff. In discharging the duties of the position, the incumbent will be expected to closely coordinate with Parks Operations and Recreation staff, and be in daily periodic contact with Public Works Dispatch.

During off-peak periods the incumbent may be assigned to light custodial duties in parks, as appropriate. These may include cleaning up litter and garbage. The incumbent shall also carry out other operational duties as assigned.

Specific day-to-day duties will include the following.

1. While the Park Ranger will provide service exclusively to:<sup>2</sup>
  - a. Minto-Brown Island
  - b. Wallace Marine
  - c. Riverfront
  - d. Marion Square
  
2. Be sworn to enforce the following chapters of the *Salem Revised Code*<sup>3</sup>
  - a. 30: Licenses
  - b. 51: Event Sound Permits
  - c. 76: Permits, Streets and Public Ways
  - d. 90: Alcoholic Beverages
  - e. 93: Noise
  - f. 94: Offenses in Parks
  - g. 95: Miscellaneous
  - h. 104: Parades and Community Events

---

<sup>2</sup> Per August 8, 2016, Council discussion and direction.

<sup>3</sup> The exact subsections of each SRC Chapter to be determined. Coordination with Parking Services and Compliance Services, and review by Legal, will be required to determine where there are overlap in services. Level of additional Reserve Officer training the incumbent will require will also need to be determined.

3. Patrol for park rules violations related to:
  - a. Alcohol and smoking/vaping
  - b. Dogs off-leash
  - c. Littering
  - d. Parking
  - e. Loitering
  - f. Unpermitted vending
  - g. Noise complaints
  - h. After hours use
  
4. Issue citations where appropriate and appear in Municipal Court when cases are contested. Incumbent will:
  - a. Prepare proper documentation when issuing a citation
  - b. Be knowledgeable of search and seizure laws
  - c. Have working knowledge of Municipal Court proceedings
  - d. Understand how to respond to requests for discovery
  
5. Spot and report to law enforcement and Parks Operations staff as appropriate issues such as:
  - a. Graffiti
  - b. Vandalized or broken equipment
  - c. Illegal camping
  - d. Homeless activity
  - e. Public intoxication and/or drug use
  - f. Downed and hazard trees
  - g. Any other hazards or criminal activity
  
6. Provide first aid where appropriate.
  
7. Support park facility reservations, including:
  - a. Resolving use issues
  - b. Opening and closing facilities
  - c. Assessing and supporting free speech issues
  
8. Provide customer service by responding to park user questions and provide information. Document complaints and concerns of park visitors for review.
  
9. Support park event and softball security and enforcement.

**Schedule** The Park Ranger position is a fully-funded part-time position, and is not intended to be a seasonal position. As such, it is important that the incumbent report to work 52 weeks per year (except for approved leave time related to vacations, illness, etc.). A sample schedule of work is as follows.

Month	Week 1	Week 2	Week 3	Week 4	Week 5	Total Hours
January	20	20	20	20		80
February	20	20	20	20		80
March	20	20	20	20	20	100
April	20	20	20	20		80
May	20	20	20	20	20	100
June	20	20	40	40		120
July	40	40	40	40		160
August	40	40	40	40	40	200
September	40	40	20	20		120
October	20	20	20	20		80
November	20	20	20	20	20	100
December	20	20	20	20		80
Annual Total:						1,300
Highlight indicates anticipated peak season.						

During the peak season, the incumbent will be scheduled to work 10-hour days Thursday through Sunday. Start and stop times will vary depending on need. During the remainder of the year the days of the week and the start and stop times will be assigned based on need, but will not exceed 20 hours per week.

**Equipment** The Park Ranger will be equipped with a vehicle, a bicycle, cell phone, and radio and OC/Pepper spray explicitly for purposes of self-defense from individuals and dogs.

**Uniform** The Park Ranger will be provided a uniform that clearly identifies the incumbent.