

STANDARDS EVIDENCE COMPLIANCE

Commentary: Throughout the standards there are numerous requirements to provide evidence based on a frequency and interval basis. For example, a standard may require providing evidence “annually”, “every two years”, “every five (5) years” and/or “every ten years”. In order to be consistent with all accreditation evaluations the following evidence requirements shall apply:

Reapplying “Accredited” agencies:

- a. For standards requiring reviews/approvals “annually”, the agency must show evidence of reviewed/approved documentation for a minimum of three (3) most recent years.
- b. For standards requiring review/approvals “every 2 years” the agency must show evidence of reviewed/approved documentation for two (2) consecutive two-year reviews within previous 48 months (e.g. 2015 and 2013 or 2014 and 2012).
- c. For standards requiring review/approvals “every 5 years” or “greater”, the agency must show evidence of the reviewed/approved documentation for the last approved interval and within the required time interval. *Example: review/approve “at least every ten years.” Evidence must be shown within the last ten years. Evidence prior to the last reviewed/approved date is not required for it would have been reviewed from the previous evaluation.*

New applying agencies:

For standards requiring review/approvals “annually” and “greater” (i.e. every 2 – 5 years); the “new” agency must show evidence of reviewed/approved document(s) within the time frame of the interval requested.

L. LEGAL

Commentary: No points are awarded for this section; however, all legal standards are mandatory. A recreation agency must be in full compliance to be accredited. The agency is expected to meet any and all legal objectives. The following is to serve as a sample evaluation.

L.1 Open Meetings

L1.1 Open Meetings (5 ILCS 120, et seq.)

Commentary: Must comply with requirements of Open Meeting Act, reference minutes of all regular and executive session meetings. Notice of meetings must be posted at principal office of recreation agency and copies of notice sent to any news medium that has filed an annual request for such notice. Public Act 94-28 requires an agency to post on its website the agendas of any regular meetings as well as a notice of its annual schedule of meetings if the website is maintained by a full-time staff person. In addition, a public body must post the minutes of its regular meetings on its website within seven (7) days of their approval. Such minutes must remain posted for at least sixty (60) days.

Evidence of compliance:

- a. Copy of minutes and web posting, if applicable
- b. Copy of notice and web posting, if applicable
- c. Evidence of public posting of agendas/meeting notices for public viewing at the principal office and the location where the meeting is held 48 hours prior to scheduled meeting. (verify on facility tour)
- d. Evidence of public body designating the Executive Director/CEO and one or more officials/employees to successfully complete an electronic training curriculum developed and administered by the Illinois Attorney General's Public Access Counselor
- e. Evidence of designated employees successfully completing the Illinois Attorney General Public **annual** training program (i.e. certificate).
- f. Evidence all Board members successfully completed the Illinois Attorney General Public training program (i.e. certificate).

L.1.2 Closed Sessions (5 ILCS 120, et seq.)

Commentary: Must comply with requirements of Open Meeting Act regarding closed sessions. Includes semi-annual review of closed session minutes and policies governing recording of closed session minutes and the disposal of these recordings.

Evidence of compliance:

- a. Evidence of semi-annual review of closed session minutes
- b. Policy governing the recording and disposal of closed session minutes
- c. Evidence of determination made and reported in an open session that (1) the need for confidentiality still exists as to all or part of closed session minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

L.2 Freedom of Information

L.2.1 Freedom of Information (5 ILCS 120, et seq.)

Commentary: The recreation agency will have complied with the requirements of the Freedom of Information Act (5 ILCS 120, *et seq.*) to include requirements of Illinois Public Act 96-0542.

Evidence of compliance:

- a. Evidence of public body designating the Executive Director/CEO and one or more officials/employees to act as its Freedom of Information officer (s).
- b. Evidence of Freedom of Information officer(s) completed annual training program administered by the Public Access Counselor.
- c. Copy of Fee Schedule (should be reasonable fees, which do not include administrative costs)
- d. Copy of Municipal Directory (includes: summary of purpose; block diagram of functional subdivisions; total amount of Operating Budget; number and location of all separate offices; total number of full-time and part-time employees; identification and membership of all boards, commissions, and committees; brief description of how to get information through Freedom of Information; designation by titles and addresses of employee(s) to whom requests for public records should be made; any fees allowable under section 6 of the FOIA
- e. Evidence that Municipal Directory is displayed (i.e. Municipal Directory in a pamphlet on reception counter, or a sign stating that if interested in the above information ask to see the Municipal Directory)(**verify on facility tour**).
- f. Copy of Freedom of Information requests and agency response, if available

L.3 Prevailing Wages

L.3.1 Prevailing Wages (820 ILCS 130, *et seq.*)

Commentary: The recreation agency will have adopted the Prevailing Wage Ordinance for the current fiscal year according to State Statute.

Evidence of Compliance:

- a. Copy of Board approved ordinance
- b. Copy of construction projects public bid, contract, project specification, proposals, written notice to contractor, and/or purchase orders, which include a notice of Prevailing Wage requirements in accordance with (Public Act 096-0437)
- c. Copy of certified payroll on file for a period of not less than five (5) years of any of the agency's project contracts
- d. Copy of legal notice announcing District's approval of a Prevailing Wage Ordinance
- e. Copy of receipts of filing with Illinois Department of Labor.

L.4 Harassment

L.4.1 Harassment (775 ILCS 5, *et seq.*)

Commentary: The recreation agency will enact and maintain a written harassment policy.

Evidence of Compliance:

- a. Copy of policy
- b. Evidence of policy distributed to staff

L.5 Drug Free Workplace

L.5.1 Drug Free Workplace Act (30 ILCS 580/1, *et seq.*)

Commentary: Any recreation agency seeking to obtain federal, state or county grant monies must enact a Drug Free Workplace Act Policy.

Evidence of Compliance:

- a. Copy of policy
- b. Evidence of policy distributed to staff

L.6 Americans with Disabilities

L.6.1 Americans with Disabilities

Commentary: The recreation agency will enact and maintain a policy statement or policy reflecting the agency's compliance with the Americans with Disabilities Act related to employment, programs, services, activities and facilities. The intent of this standard is to show compliance with the law. It is not a qualitative measure of the thoroughness of the agency's ADA Transition Plan (see standard 3.2.6).

Evidence of Compliance:

- a. Copy of policy or policy statement
- b. Evidenced of appointment of an ADA coordinator
- c. Evidence that employment applications comply with Americans With Disabilities Act
- d. Evidence that facilities comply with Americans with Disabilities Act or have been identified as needing compliance and are scheduled to achieve compliance (completed ADA Transition Plan) **WILL PROVIDE AT EVALUATION**

L.7 Family and Medical Leave

L.7.1 Family and Medical Leave Act (FMLA) (29 U.S.C § 2601, *et seq.*)

Commentary: The recreation agency will enact and maintain a policy reflecting the recreation agency's compliance with the Family and Medical Leave Act.

Evidence of Compliance:

- a. Copy of policy
- b. Evidence that the policy has been distributed to staff

L.8 Communicable Disease Guidelines

L.8.1 Communicable Disease Guidelines (OSHA) (29 CFT 1910.1030)

Commentary: The recreation agency will enact and maintain a policy outlining Communicable Disease Guidelines reflecting the agency's compliance with the Illinois Department of Labor Guidelines.

Evidence of Compliance:

- a. Copy of policy
- b. Evidence of policy distributed to staff
- c. Evidence of a universal precaution training to include communicable disease procedures.
- d. Evidence that blood borne pathogen kits are available in relevant areas
(verify on facility tour)

L.9 Abused and Neglected Child Reporting

L.9.1 Abused and Neglected Child Reporting Act (325 ILCS 5/1 *et seq.*)

Commentary: The recreation agency will enact and maintain a policy and procedure covering the requirements of the Abused and Neglected Child Reporting Act.

Evidence of Compliance:

- a. Copy of policy
- b. Copy of procedure
- c. Evidence of distribution of policy to staff
- d. Evidence of signed "Acknowledgement of Mandated Reporter Status" (DCFS) form for any employee mandated by virtue of that employment to report under this Act (325 ILCS 5/4)

L.10 Employer's Requirement to Report New Employees

L.10.1 Employer's Requirement to Report New Employees

Commentary: The recreation agency will have complied with the Employer's Requirement to Report New Employees effective October 1, 1997, which is part of the reform legislation.

Evidence of Compliance:

- a. Copy of policy or procedure
- b. Evidence of reporting new employees

L.11 Criminal Background Investigations

L.11.1 Criminal Background Investigations of Employees (70 ILCS 1205/8-23)

Commentary: The recreation agency will have complied with the Illinois Park District Code 70 ILCS 1205/8-23 requirement to complete criminal background investigations of employees.

Evidence of compliance:

- a. Copy of policy or procedure

- b. Receipt or invoice from State Police serves as evidence of completion of criminal background investigations of employees

L.12 Ethics Ordinance/Resolution

Commentary: The recreation agency will have adopted an Ethics Ordinance or Resolution based on the most recently adopted and revised regulations of the State Official and Employee Ethics Act.

Evidence of Compliance:

- a. Copy of Board approved ordinance or resolution
- b. Evidence of distribution to staff

L.13 Smoke-Free Illinois

L.13.1 Smoke-Free Illinois (410 ILCS 82, *et seq.*)

Commentary: The recreation agency will have complied with the requirements of the Smoke-Free Illinois Act prohibiting smoking in public places and places of employment and within 15 feet of entrances. Proper signage, as specified in the act, must be displayed.

Evidence of compliance:

- a. A “No Smoking” or the international “No Smoking” symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it, shall be clearly and conspicuously posted in and at entrances of each public place and place of employment and where smoking is prohibited by the Act (verify on facility tour)
- b. No ashtrays, cigarette butt containers within 15 feet of entrance (verify on facility tour)

L.14 Toxic Substances Disclosure Act (HAZCOM Plan)

L.14.1 Toxic Substances Disclosure Act (820 ILCS 255/1, *et seq.*)

Commentary: The recreation agency will have complied with the requirements of the Toxic Substances Disclosure Act to give each employee notice of his/her exposure to toxic substances which pose known and suspected health hazards and which may cause death or serious physical harm to the employee.

Evidence of compliance:

- a. Copy of Hazardous Communications Manual/Plan (HAZCOM Plan) (verify at facility locations on facility tour)
- b. Evidence of Safety Data Sheets (SDS) Manual located at each appropriate facility to which employees may be exposed to hazardous chemicals (verify SDS manuals on facility tour)
- c. Posting in the workplace, at the location where notices to employees are usually posted, a sign which informs the employees of their rights under this act (commonly referred to as the Illinois Employee Right-to-Know Law)

L.15 Illinois Identity Protection Act

L.15.1 Illinois Identity Protection Act (5 ILCS 179/1 *et seq.*)

Commentary: The Illinois Identity Protection Act provides that no state or local government agency may: (1) publicly post or display in any manner an individual's Social Security Number (SSN); (2) print a SSN on any card required for an individual to access products or services provided by the governmental body; (3) require any individual to transmit his or her SSN over the internet unless the connection is secure or the SSN is encrypted; or (4) print any SSN on any materials mailed, emailed, or otherwise delivered to the individual, unless required by State or federal law.

Evidence of compliance:

- a. Copy of policy & procedures.
- b. Proof of distribution of and training on policy

L.16 Moveable Soccer Goal Safety Act

L.16.1 Moveable Soccer Goal Safety Act (430 ILCS 145/1 *et seq.*)

Commentary: The recreation agency will have an approved movable soccer goal safety and education policy that outlines the organization's safety guidelines for movable soccer goals.

Evidence of compliance:

- a. Copy of Policy
- b. Proof of distribution to affiliate organizations, if applicable.

L. 17 Firearm Concealed Carry Act

L. 17. 1 Firearm Concealed Carry Act (430 ILCS 66/1 *et seq.*)

Commentary: The recreation agency will have complied with the requirements of the Firearm Concealed Carry Act prohibiting the possession of a firearm on agency property. Proper signage, as specified in the act, must be displayed.

Evidence of compliance:

- a. The approved no weapon sign shall be posted on every agency owned building and property. (verify on facility tour)