



BOISE POLICE DEPARTMENT

GREENBELT PATROL

TRAINING MANUAL

2008



Ranger/Volunteer Greenbelt Patrol

Introduction

Welcome to the Greenbelt Safety Team!

Whether you are an Officer, a Ranger, or a Volunteer we all share the goal of keeping our Greenbelt a safe and pleasant place for people to play and recreate along the river.

Officers have the responsibility for enforcing the law and maintaining peace. Rangers and Volunteers are there to assist the public, provide a friendly presence on the Greenbelt and to notify Officers when a situation needs their attention.

To order to accomplish our goals, it is important that all facets of the team have a common understanding of the problems and work in concert with each other. Towards that end, we have designed the *Greenbelt Patrol Manual*. We trust you will study it and keep it available for reference.

Please let us know if something needs changing or updating.

Thank you for helping keep the Greenbelt safe.

Michael F. Masterson, Chief of Police
Jim Kerns, Deputy Chief Operations
_____ Captain, Community Outreach Division
Mike Majors, Lt., Community Outreach Division
Richard Witt, GBP Coordinator
Glenna Crawford, BPD Volunteer Program Coord.

GREENBELT SAFETY TEAM

- COMMAND STAFF
- BIKE OFFICERS
- PARK RANGERS
- UNIFORM AND PLAINCLOTHES VOLUNTEERS

MISSION: To provide a safe and enjoyable Park/Greenbelt experience through a high visibility presence, education and assistance.

PHILOSOPHY: All citizens have a right to use the Park and Greenbelt in a lawful manner. Our role is to address problem behaviors while insuring that the rights of all citizens to lawfully use the park are protected.

UNITY: All participants in this plan will understand they must operate in accordance with the plan, and be subject to the direction of the Supervisors in order that we can provide a unified and coordinated service. It is the responsibility of all involved to bring questions about specific situations forward for clarification as needed in order that similar situations can be addressed in a consistent manner.

SAFETY: Safe operation is a fundamental priority. In this regard, Officers know to conduct themselves in a manner consistent with their training, and are equipped and trained to deal with potentially violent encounters. **Non-sworn participants shall not place themselves in danger or engage in confrontational encounters for two primary reasons. First, no Park related situation is worth risking personal injury over; and second, the unnecessary injury of a Volunteer or Ranger would place the future of those programs at risk.**

Volunteers and Rangers will not engage in enforcement activity including the confrontation of violators for the purpose of giving warnings. In such cases they will call for an Officer to respond. On the other hand, Volunteers and Rangers are encouraged to maximize the number of positive contacts with Park and Greenbelt users where information can be disseminated and/or positive conversation can occur without the likelihood of conflict. Please use common sense in every contact.

ORIENTATION TO PARK & GREENBELT SYSTEM DEPLOYMENT STRATEGIES & AREA RESPONSIBILITIES

(Updated 03/21/08)

- The Greenbelt system and adjoining parks are a showcase for the City of Boise. It is imperative to preserve the welcoming and safe atmosphere that is expected in these areas.
- Familiarization with the layout of the Greenbelt is important to effectively patrol it. Continued studying of the layout while patrolling is encouraged to become more efficient.
- The Greenbelt on the north side of the Boise River that is in the city limits runs from the ranger station that is east of Eckert Rd , west to the footbridge into Garden City just west of Lake Harbor. The adjoining parks and properties included in the patrol area are:
 - *Warm Springs Golf Course (east of the Marden Lane footbridge)
 - *Municipal Park & MK Nature Center (Park Blvd. & Walnut St.)
 - *Julia Davis Park (between Capitol Blvd. & Broadway Ave.)
 - *Pioneer Walkway (from Ann Morrison footbridge north to Front St.)
 - *Shoreline Park (13th St. & Shoreline Dr.)
 - *Riverside Park (17th St. & Shoreline Dr.)
 - *Quinn Park/Pond (west of Main St./Lithia Ford)
 - *Veterans Memorial Park (Veterans Memorial Parkway & State St.)
 - *Willow Lane Athletic Complex (Willow Lane & State St.)
- The Greenbelt on the south side of the Boise River that is in the city limits runs from the west boundary of Barber Park (Ada County) west to Americana Blvd. and a portion running south from the trestle bridge along the east side of I-184 up to Garden St. The adjoining parks and properties included in the patrol area are:
 - *The walking dirt path west from Barber Park to the paved path at the area of Riverstone Lane and River Run Dr. This is a “Natural Habitat Area” and is restricted to foot traffic only. No bikes are allowed, but BPU/MPU/RPU and Volunteers are exempt to do patrol of that area
 - *The paved Greenbelt east from Riverstone Lane goes into the River Run neighborhood and comes out at Park Center Blvd. along Baggley Park. It continues along Park Center to the dead end, briefly runs along the dirt path and then goes into the neighborhood on Parkriver Dr. and then comes out of the neighborhood going into Barber Park.
 - *Ann Morrison Park (between Capitol Blvd. & Americana Blvd.)
 - *Kathryn Albertson Park (west of Americana Blvd.)
- Deployment:
 1. Rangers and uniformed volunteers will normally patrol daily from 1000 to 2000 Spring and Summer. Fall and Winter Schedule will be 1100 to 1500 only.
 2. A deployment schedule will be available to determine what personnel are deployed during a given time and day.
 3. During a shift every attempt should be made to cover the entire area that you are assigned. Our visible presence is the key to our success. Park users will take notice of you due to your uniformed presence. At a minimum a cordial greeting would be appropriate as you come across anyone. An ambassador approach should be the way of thinking.
 4. Any special events will be posted to make you aware of them. We will normally make our presence known at special events to let it be known that we are available.
 5. Get to know the areas and the problems/issues that are related to them.

QUICK REFERENCE INFORMATION FOR GBP LEVEL II (plain clothes volunteers)

No contact with public *as a volunteer or representative of the BPD.*

Report problems or potential problem situations.

Non-emergency calls: **377-6790** for Dispatch. Identify yourself and ask to have the on-duty Bike Officer call you at _____
(give your cell phone number).

Emergency calls: **911**

Use your own cell phone or get a free 911 cell phone from Charlene Miller at Barrister or from Glenna Crawford Volunteer Coordinator.

Greenbelt marking system -- Remember the Boise River and the 8th Street footbridge have demarcations

N = north of river (towards downtown or foothills)

S = south of river (towards depot or desert)

E = east of 8th Street footbridge (towards Lucky Peak)

W = west of 8th Street footbridge (towards Garden City)

e.g. NW3.4 would mean 3.4 miles west of the 8th Street footbridge on the north side of the river. Demarcations are every 1/10th of a mile in white circles.

Park Ranger Policy and Procedure

- Rangers are assigned as team leaders for each and every shift worked by uniform volunteers. As team leaders, Rangers are assigned to work one half hour before and after volunteers.
- As team leaders, Rangers are expected to review dailies of Officers and other Rangers prior to Volunteers assigned time of arrival and to brief Volunteers on information relevant to their patrol duties.
- Rangers are also expected to see that oncoming Volunteers are properly equipped and uniformed for patrol duties.
- At the beginning of each shift the Ranger will initiate a phone check with each Volunteer and instruct or assist as necessary to insure reliable communication between Rangers, Volunteers, Officers and dispatch.
- At the beginning of each shift the Ranger will notify on duty bike Officers of their presence and which Volunteers are on duty.
- During shift, the Ranger is expected to coordinate volunteer patrols in such a way that we have consistent coverage of all Greenbelt parks from Eckert Road to Harbor Lane.
- During shift, Rangers are also expected to make periodic phone checks with each Volunteer to determine location and insure safety.
- Rangers may also act as a liaison between Volunteers, Officers and park personnel to promote unity and efficient response to problems on the Greenbelt.
- At the end of shift, the Ranger is expected to meet and debrief each Volunteer, to check in equipment, collect the daily reports and to write a summary shift report on the BPD NST GREENBELT internet e-mail and sign off on the phone with the on duty bike officer.
- When leaving the Volunteer/Ranger Greenbelt Patrol office each Ranger will make sure the building is secure.
- If a Ranger or Volunteer is unable to report for his/her shift, the Greenbelt Coordinator should be contacted. The bike patrol officers should be contacted and advised who is on duty and who the acting team leader is once a replacement for that shift is selected.

General Guidelines Uniformed Greenbelt Patrol

The police department appreciates your assistance in patrolling the greenbelt. The following guidelines have been set in order to promote safety and uniformity.

1. We want you to have fun and enjoy yourself while on patrol. Please feel free to stop and visit with greenbelt users along the way. We want to be seen as a **friendly and reassuring** presence on the greenbelt. Our mission is to promote safety and the feeling of safety by greenbelt users.
2. If a public contact becomes negative or you perceive a danger to yourself or others, disengage and contact a bike patrol officer for assistance. We are not police officers and we do not want anyone hurt.
3. Our primary functions are to observe and report violations to the patrol officers, inform and educate the public and to assist the public in any way possible.
4. If you are involved in an accident stay at the scene and notify dispatch immediately to send an officer to write a report. **No exceptions** can be made to this city policy.
5. Be sure to check in at the Volunteer Office at 13th and Shoreline:
 - Pick up a phone before you begin patrol
 - Learn which patrol officers are on duty
 - Check in with Ranger on duty
 - Review hot sheet entries since last tour of duty
 - Pick up Activity LogUpon completion of your shift return to the Volunteer Office:
 - Check out with the Ranger on duty.
 - Return the phone and plug into charger.
 - Leave completed activity log in Richard Witt's box.
6. Volunteers and Rangers are scheduled in pairs for the sake of safety. If you separate, keep track of each other and notify an officer if there is a problem that needs immediate attention.
7. Routine problems can be noted on your log sheet to be forwarded to patrol officers for follow-up. Items requiring immediate attention should be communicated via your NEXTEL phone to an on duty bike patrol officer. Emergencies should be communicated directly to dispatch using your NEXTEL phone.
8. When operating the golf cart or riding a bicycle on patrol be sure to set a good example. Observe a speed limit of 15 m.p.h. on the greenbelt, yield the right of way to pedestrians and other vehicles and be especially careful when going through underpasses.
9. When driving the golf cart on public roadways in the parks or between the parks you must obey the rules of the road for slow moving vehicles. Stay as far to the right as practical and yield to all other vehicles. We don't want anyone to be hurt. Avoid roadways whenever possible.
10. If you are unable to report for your scheduled patrol, please notify Richard Witt or Ranger in charge of your shift. Please mark scheduled absences on the calendar by the GB Volunteer boxes at the volunteer office on the greenbelt

GREENBELT PATROL

CHECK IN/OUT and RADIO PROCEDURES

In order to establish uniformity, we propose the following as standard procedure.

1. Volunteers will check in with the assigned Ranger at beginning of shift. Rangers will, in turn, log everyone on with the Officers on duty.
2. Volunteers and Rangers will check radio function in private mode before going on patrol.
3. While on patrol your radio will beep twice when someone is trying to contact you. Your unit will automatically go to the appropriate mode and will display the name of the unit trying to contact you. You should respond by saying **“This is (your name and location) Go Ahead.”** Remember when transmitting to wait for the beep after you depress the key before starting to talk.
4. When trying to contact an Officer or another Volunteer or Ranger use **“Private Ready”** mode unless you have an emergency. This keeps us from interfering with other radio traffic and allows others to communicate on other channels. Correct procedure would be to scroll through the menu on **“Private Ready”** mode to the unit or officer you intend to contact. Initiate your call by saying **“Officer (name) or Volunteer/Ranger (unit #) this is Volunteer or Ranger (name).** Wait for their response, and then proceed with message. Remember they may be riding a bike so give them time to stop and respond before you proceed.
5. **Group Ready Outreach** #2 mode should be reserved for Checking on and off duty and situations of general interest or emergencies. Unnecessary use is disruptive to the officers and limits use of the radio by other Greenbelt Patrollers.

An example of appropriate use would be as follows: **“Greenbelt units this is Volunteer/Ranger #____. Standby for information.”** (Wait 10 seconds for Officers and others to pull over and prepare to copy.) Continue with **“We have a lost child reported in Ann Morrison Park”. Give description and when and where last seen then stand by with Parents until an Officer responds.**

Another appropriate use of **Group Ready Outreach** Mode would be an emergency situation requiring immediate response by an Officer. An example might be a fight or medical emergency. In that case go to **Group Ready Outreach** and say **“This is Volunteer/Ranger #___ to any Officer near (give location and wait for a response).** When Officer responds, then describe problem and exact location. Continue to observe and update Officers if situation changes.

Remember, keep **Group Ready Outreach** mode clear for emergencies and situations requiring general notification. All other transmissions should be on **Private Ready**.

Most situations will not require an immediate response. These should be handled as a matter of information to the Officers to increase their awareness of a problem or potential problem to be monitored when they are in the area. In this case use **Private Ready** to contact any on duty Officer. Examples might be someone drinking alcohol or kids jumping from a bridge. Radio procedure would be **“Officer (name) this is Volunteer/Ranger (designator) and wait for a response. When Officer responds, describe problem and let the Officer know this is for information only and does not require an immediate response. Then continue your patrol unless the Officer requests otherwise.**

Remember, the Officers may be on call or not immediately available for other reasons. Don't hesitate to notify them of situations that may require their attention when in the area but understand they cannot respond immediately to every call unless it requires immediate attention.

If a situation does require immediate attention and the Officer you contact cannot respond, he or she will send another Officer. If so, stand by for further information from the Officers and do not become directly involved in the situation until help is on the way and only then if you can do so safely.

6. If all else fails and you need immediate Officer assistance Call 911 and give your exact location.
7. At the end of shift be sure to Check Out by reversing Check In procedure.

Suggestions or questions contact Richsrd Witt, cell phone 573-6327

ACCORDING TO BOISE CITY CODE,

THE FOLLOWING BEHAVIORS ARE ILLEGAL WITHIN THE CITY LIMITS

DISORDERLY CONDUCT:

- Violent, noisy, or riotous behavior;
- profane, abusive, or obscene language;
- breach of the peace;
- behavior dangerous to others.

Includes (but is not limited to):

- begging;
- occupying, lodging or sleeping in a place or vehicle without permission of owner;
- loitering, prowling or wandering on private property or school grounds;
- eluding a peace officer.

FIGHTING:

- 2 or more people meeting in a public place to act upon a quarrel;
- engaging in any fight; or
- engaging in violent or tumultuous behavior.

OBSCENE CONDUCT:

In any public place:

- indecent exposure
- using vulgar, obscene or profane language, or
- disturbing the peace and quiet.

EXCRETION OF HUMAN WASTE:

Defecating or urinating anywhere, *except* in designated toilet receptacles.

LITTER IN PARKS:

Leaving or placing debris, garbage, or trash anywhere, *except* in public receptacles; or in a way that allows it to be scattered, carried, or blown by the elements. If no public receptacles, all such debris should be carried away by the person responsible and disposed of properly.

PROHIBITED ACTS ON THE BOISE RIVER:

- A. Damaging, carving, transplanting or removing any tree, shrub or plant; or stripping any bark; picking flowers; or collecting seeds
 - 1. Attaching any rope, wire, etc to any tree or plant
 - 2. Digging, disturbing, or injuring any natural habitat area
- B. Hunting, harming, frightening, or throwing objects at any animal in habitat area; or collecting nests or eggs from any wild bird or reptile.
- C. Operating or parking any motor vehicles, *except* water craft, emergency vehicles, or motorized wheelchairs.
- D. Firing or discharging any form of weapon (includes all firearms, air rifles, spring guns, bow and arrows, slings) using blank cartridges; or using any kind of trapping device.
- E. Possessing or carrying any weapon (including air rifles, spring guns, bows and arrows, slings or any other non-firearm weapon).
- F. Possessing any fireworks.
- G. Setting up tents, shack or other temporary shelter for camping.
- H. Using, carrying, or possessing any beverage container made of glass.
- I. Disposing of trash, except properly in refuse containers.
- J. Using or riding a Boogie Board or Jet Ski on the river.

PROHIBITED ACTS RELATING TO PARK PROPERTY:

- A.
 - 1. Marking, defacing, possessing, or tampering with any park property, including buildings, bridges, tables, benches, fireplaces, railings, paving, water lines or utilities;
 - 2. No one over the age of 5 years shall use a restroom designated for the opposite sex.
 - 3. Constructing or erecting any building or structure either permanent or temporary; or running any public service utility without written permit.

- B. Damaging, cutting, carving, transplanting or removing any tree, shrub or plant; or injuring the bark;
picking flowers or seeds;
disturbing the grass; or
attaching any rope, wire, etc to any tree or plant

- C.
 - 1. Hunting, harming, or teasing any animal, including those at the Boise City Zoo; removing eggs, nest, or young;
collecting, possessing, giving, buying, or selling any specimen alive or dead.

 - 2. Offering tobacco, alcohol, or other noxious substance to any animal;
failing to follow rules of Boise City Zoo regarding feeding of animals there.

 - 3. Climbing security fences or entering restricted areas in the Zoo.

TRAFFIC (forbidden in the parks):

- A. Operating a motor vehicle in violation of any Boise City Code

- B. Failing to obey a police officer or park employee regarding traffic

- C. Failing to obey all traffic signs

- D. Driving in excess of 15 mph, *except* where otherwise posted

- E. Driving anywhere, *except* on paved roads and in designated parking areas

- F.
 - 1. Parking anywhere, *except* designated parking areas
 - 2. Parking or leaving a vehicle standing after park closing
 - 3. Double-parking anywhere, *except* when directed by a police officer or park attendant
 - 4. Failing to use a muffler that adequately deadens sound or prevents smoke; or using a cut-out or by-passed muffler

- G. Taking any vehicle into the park, *except* those used for pleasure and designed to carry passengers, those used by the City, and those making deliveries within the park.

RECREATIONAL ACTIVITIES (forbidden in the parks):

- A. Boating, swimming, or wading in any water or pool, *except* where otherwise posted
- B. Fishing in any waters, either by hook and line, net, or trap, *except* where designated
- C. Hunting or using firearms or any weapons, *except* in designated archery or firing ranges; using any instrument that can be loaded with blank cartridges; using any trapping device; discharging or possessing any fireworks; shooting into park from beyond park boundaries
- D.
 - 1. Failing or refusing to comply with the directions of a park attendant regulating activities
 - 2. Violating the “first come, first served” rule for use of fireplaces, tables, and benches, *except* where the later person has a reserved permit for the designated area; picnickers are required to furnish their own firewood, charcoal, and other equipment.
 - 3. Using the picnic areas or buildings in the park for an unreasonable length of time or for events that exclude others, *except* with advance reservations for fireplaces, picnic shelters, diamonds, courts, halls, or gardens
 - 4. Moving reserved tables without consulting a park attendant
 - 5. Failing to extinguish a fire, dispose of trash properly, or leave an area in poorer condition than it was found.
- E. Camping or setting up of any temporary shelter for the purpose of camping; or leaving after closing any movable structure or special vehicle that could be used for camping, *except* by permit in Municipal or Fort Boise Park or Military or Flying Hawk Reserve.
- F. Golfing, driving golf balls, or playing any games that involve thrown or propelled objects, such as stones, arrows, or javelins, *except* in areas set apart for such recreation.
- G. Riding a horse, *except* on designated bridle trails and in specially designated parks, i.e. along the roadways and trails of Military Reserve and along the west and north boundaries of Hillside Park, leading from Hill Road to the equestrian show ring in the SE corner. Horses must be thoroughly broken, properly restrained, ridden with due care, attended at all times, and not allowed to graze.
- H. Failing to observe or violating Park rules on the use of Tennis Courts
- I. Failing to observe or violating Park rules on the use of Archery Ranges.
- J. Operating a concession or promoting the sale of any item, *except* with a permit.
- K. Landing or launching a hot air balloon, *except* in Park Center Park and except for tethered balloons in designated areas of Ann Morrison Park
- L. Operating a metal detector *except* with a permit; failing to comply with Park rules re: same

- M. 1. Using the band shell without prior written permission;
- 2. Failing to keep the volume of music at a reasonable level
- 3. Using the band shell for more than 5 hours or after 9:00 p.m.

BEHAVIOR (forbidden in the parks):

- A. Open containers of alcohol along the greenbelt and other areas as posted in each park.
- B. Allowing a dog or other domestic animal, *except* on a leash, even if the animal is carried. No dogs are allowed in Municipal Park except on greenbelt or Platt Gardens.
 - Owner is to clean up dog waste,
- C. Engaging in any conduct or act that endangers the safety or health of anyone
- D. Preventing anyone from using a park or its facilities as long as that person is in compliance with the Parks' rules and regulations and the City ordinances.
- E. Violating any rules and regulations for the use of a park or any of its facilities.
- F. Soliciting or accosting others for the purpose of begging or soliciting alms (panhandling)
- G. Operating a radio or sound-amplification device at more than 62 decibels measured at a distance of 20 ft., *except* for band shell amplification, which can be 62 decibels at 600 ft.
- H. Entering or remaining in a park during hours of closure from sunset to sunrise, *except* for purposes of transit through the park
- I. Using, carrying, or possessing any beverage container made of glass
- J. Engaging in any unlawful conduct or criminal activity or breaching the peace, as defined by Idaho Code and/or Boise City Code.

MERCHANDISING, ADVERTISING AND SIGNS (forbidden in the park):

- A. Vending, peddling, displaying, or offering for sale any item or placing any stand, cart, or vehicle for such purposes, *except* for regularly licensed concessionaires under the authority of the Parks Commission.
- B. Advertising, distributing, leaving or throwing any advertising material, such as fliers, or giving away or otherwise distributing for advertising purposes any goods.
- C. Posting, gluing, or tacking any signs, ads, or inscriptions for any reason, *except* plaques, tablets or signs approved by the Parks Commission.

PARK OPERATING POLICY:

- A. Parks shall be open to the public every day from sunrise to sunset, except for emergencies. Parks with lighted facilities shall be open from sunrise to midnight, with all publicly scheduled events terminated by 11:00 p.m.
Visitors and vehicles are excluded during hours of closure *except* for transit through a park.
- B. No unauthorized vehicles shall stand or park in the parks between sunset and sunrise, *except* to access lighted facilities or administrative, community, or senior centers or by permit.
- C. Any section of any park can be declared closed to the public by the Park Director, either temporarily or at regular stated intervals.
- D. Effect of Permit. Anyone issued a permit is bound by all park rules and regulations and all applicable ordinances, and, if in violation, can have permit revoked. Also, if negligent, permit holder is liable for any loss, damage, or injuries to any person or property.

ENFORCEMENT:

- A. Police officers, Director of the Boise City Park System, park attendants, or duly authorized representatives of the Park Superintendent shall enforce the provisions park ordinances.
[Note: Volunteers and rangers can inform and educate the public but only officers are authorized to enforce park regulations.]
- B. Police officers shall have the authority to eject any person acting in violation. The ejected person must leave promptly and peaceably and not return to the park for any reason on the same calendar day.
- C. A police officer has the authority to seize and confiscate any property or device used in the violation of a park ordinance.
- D. A police officer can have an unattended vehicle parked in violation removed .

INTERFERENCE WITH WATERCRAFT PROHIBITED:

- A. Jumping, throwing, or dropping any object from any bridge or public place into the waters of the Boise River within the observable sight of watercraft
- B. Boogie boarding within the observable sight of watercraft
- C. Throwing any object at another in a watercraft

This section shall not apply to Boise Fire Dept Dive Team or other emergency rescue operations.

PROHIBITED ACTIVITIES BY PERSON IN WATERCRAFT:

- A. Throwing any object, such as glass, cans, or litter, from a watercraft.
- B. Operating a watercraft carelessly and heedlessly or without due caution or at a speed or in a dangerous manner

NOISE PROHIBITIONS

Operating any loud amplification device upon or within a motor vehicle so that the sound is plainly audible upon a public right-of-way or street at a distance of 50 ft or more from the source.

GUIDELINES FOR BEER/WINE USE IN THE CITY PARKS

These guidelines are by the Order of the Director of Boise Parks & Recreation. Along with these new guidelines, we have a new process for handling Beer/Wine Permits.

Alcohol Regulations Policy by order of the Director

PURPOSE

Boise City Code 6-01-36 prohibits the possession of an open container of alcohol in certain park facilities. This regulation incorporates the restrictions included in Boise City Code and provides additional alcohol restricted areas and conditions under which alcohol is allowed by permit only.

ALCOHOL RESTRICTIONS

- Alcoholic beverages other than beer and wine are prohibited in Boise City parks.
- A Beer/Wine Permit is required for individual possession of more than seven and one-half gallons of beer/wine.
- A Beer/Wine Permit does not guarantee site availability.
- Advanced reservations may be required for groups requesting more than one pony keg (7.5 gallons) of beer/wine and/or attendance greater than 50.
- Caterers serving beer/wine must secure a liquor catering permit from Boise City Clerks office.
- Distribution or sale of beer/wine is allowed only as local and state laws and regulations allow.

Prohibited Areas

All alcoholic beverages including beer and wine are prohibited in the following areas:

- Any street, parking lot, restroom, pathway, playground, swimming pool, community center, neighborhood center, skate park, archery range, cemetery, BMX facility, or youth sports complex.
- Boise River Greenbelt, including the area within 250 feet of the river bank. Permits for beer/wine may be issued in designated areas of riverfront parks in conjunction with a facility reservation or scheduled department activity.
- C.W. Moore Park
- Capitol Park
- Fairview Park
- Julia Davis Park, except by permit in conjunction with a facility reservation or scheduled department activity (excludes Rose Garden and Gene Harris Band Shell).
- Kathryn Albertson Park
- Memorial Park
- Riverside Park
- Shoreline Park

Restricted Areas

Beer/wine is allowed in the following riverfront parks outside of the 250 feet Greenbelt restricted area. Designated areas within 250 feet of the Boise River Greenbelt are eligible for beer/wine permits when issued in conjunction with a reservation or department scheduled activity.

- Ann Morrison Park
- Municipal Park
- Veteran's Memorial Park
- Willow Lane Athletic Complex

BEER/WINE PERMIT PROCESS & REGULATION

- Applications must be submitted at least one (1) working day and not greater than 90 days prior to the beer/wine function.
- Permits issued in conjunction with reservations are valid only during the date and time period listed on the reservation permit.
- All permit applications will be reviewed to determine if an advanced facility reservation is required.

As City Code has restrictions on use of alcohol within city parks, a beer/wine application has been created for those who prefer alcohol during their event. Permits are only approved for designated areas

BEER & WINE APPLICATION/PERMIT PROCESSING & PROCEDURES

- Customer needs to fill out a Beer/Wine Permit Application (see attached).
- Two options to obtain a beer/wine permit:
 - Drop in use:
 - Allowed in all parks except in prohibited areas (See list above)
 - Allowed at reservable locations (excluding restricted areas, see list above). Only identify Park Name on the permit, do not specify the location in park. Drop in use does not have a guaranteed specific location(s) within a park.
 - Park service, facilities and restrooms are not guaranteed.
 - In conjunction with a Facility Reservation:
 - All reservable parks
 - Restricted sites such as the Julia Davis Shelters, Ann Morrison Shelter, or Municipal Park, #4 Sweet Gum, and #6 Poplar, can ONLY have a beer/wine permit in conjunction with a reservation (see restricted areas listed above).
- Staff will Review application.
 - Information needs to be completed in entirety.
 - Time usage
 - Drop in during park availability, sunrise to sunset.
 - In conjunction with a reservation. same as reservation time blocks.
- Check for date of birth and drivers license number.
- Check for applicants signature.
- If approved, sign and date designated approval line.

- Collect application fee
- Drop in use permits, copy front side of permit and send to Facility Clerk to process and file. Customer will keep original and must have visible in park.
- Beer/wine permits in conjunction with a Facility Permit
 - Open reservation permit in Safari.
 - Attach Beer & Wine Disclaimer (see attached sample)
 - Add # of beer/wine cases on permit notes
 - Send original permit to Reservation Clerk
 - All permits and copies will be filed in Beer/wine binder
 - Weekly copies of permits will be mailed to Bike Patrol Sergeant, Boise Police Dept.
 - If the Beer/Wine Permit Application is received less than 7 days before reservation, or drop in use, and is approved, fax copy to: Bike Patrol Sergeant, Boise Police Dept., (208) 331-4522.
- If application is denied, inform customer.
- Permit applications shall be signed by the group representative who will be responsible for the actions of the participants. The group representative is required to be present with the permit during the entire time of the beer/wine function.
- Permit applicant must be at least 21 years of age.
- Persons attending a beer/wine function are subject to park rules, state, county, and city laws. All laws strictly enforced. Offenders are subject to ejection from the park and/or prosecution. Should persons be ejected from the park or otherwise cited for violations of any activity associated with the beer/wine use, the permit may be revoked by the responding officer, the beer/wine confiscated and/or the group disbanded.
- In the event the beer/wine use authorized by a permit results in the violation of any of the permit conditions, the individual representative and the group will not be granted another permit for a one year period.
- Additional regulations apply for beer/wine sale or distribution.

SALE OR DISTRIBUTION

- Beer/Wine Short Term Concession Application accompanied by a written proposal must be submitted to the Boise Parks & Recreation Director (or authorized representative) at least 90 days prior to the event date.
- Proposal must accurately describe scope of event including security plans and event logistics.
- Beer/wine sales and consumption shall be limited to a designated, secure area.
- Applicant must secure liquor catering license and provide liability insurance naming Boise City as additional insured.
- Application is reviewed to determine compliance with local and state laws.
- Requires approval by the Boise City Special Events Team and Board of Park & Recreation Commissioners.
- Applicants will be charged fees based on the department's current fee schedule



Boise Police Department

MEMORANDUM

TO: New Volunteer or Intern

FROM: Glenna Crawford, Volunteer Coordinator

RE: Memorandum of Agreement

Welcome to the Boise Police Department Volunteer Program! The Boise City Police Department is excited to share in the opportunity of working with volunteers and interns and has taken measures to ensure your experience with the department is rewarding. Please let the Volunteer Coordinator or her supervisor know if there are any concerns or questions regarding any aspect of your volunteer or internship experience.

As a volunteer or intern, representing the Boise Police Department, you are asked to review your BPD Volunteer Handbook. It is imperative that you follow the policies and procedures outlined therein. In addition to reading the Volunteer Handbook and agreeing to the policies and procedures, the following steps need to be completed:

- 1) Meet with the Volunteer Coordinator to discuss possible placement(s)
- 2) Contact *potential* supervisor(s) to determine appropriateness of placement(s)
- 3) Meet with identified supervisor to discuss in detail the tasks, training, and times of placement

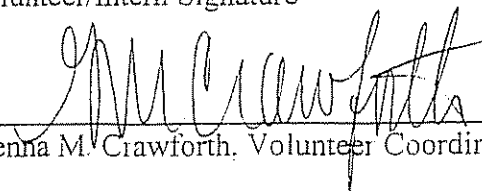
You will receive a timecard from the Volunteer Coordinator when you meet to discuss possible placements. This may be photocopied for future use. If requested, an electronic copy will be sent to your e-mail address. It is your responsibility to complete and submit a timecard each month. Your hours should be mailed, e-mailed, hand-delivered, or telephoned to the Volunteer Coordinator at the end of each month. Your cooperation in this effort is appreciated, as it is important that the Volunteer Program maintain accurate records for reporting purposes.

As a volunteer or intern with the Boise Police Department, you may come in contact with people from "all walks of life." It is vital that you represent the BPD in a manner that is a positive reflection of the Department's code of ethics and standards. It is equally imperative that you understand you are bound by a commitment of confidentiality. This includes agreement not to disclose any specific or identifying confidential or sensitive information of which you may become aware during your BPD experience. Any unauthorized release of confidential information could result in a civil rights violation (42 USC 1983) and immediate termination from the Program.

Thank you for joining the BPD Volunteer Program.

Volunteer/Intern Signature

Date



Glenna M. Crawford, Volunteer Coordinator

Date



Boise Police Department

MEMORANDUM

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