RESPONSIBILITY

1. Risk Management: Spartanburg County employs a Risk Manager who reports to the Human Resources Director. The Risk Manager is responsible for oversight, coordination and monitoring of safety and risk management programs and practices in all County departments, but each department is expected to support and work with the Risk Manager to ensure efficient and safe programs, operations and facilities for Spartanburg County customers and employees. The Spartanburg County Risk Manager has reviewed and approved this procedure.

2. Emergency Management: Spartanburg County employs an Emergency Management Coordinator whose office coordinates the local, state and federal resources to protect the citizens from the effects of disasters, both natural and manmade. The local Office of Emergency Management works to identify and analyze the hazards that may face Spartanburg County and develop contingency plans for each hazard. The plans are regularly tested and refined. The Emergency Management Coordinator has reviewed and approved this procedure.

3. Law Enforcement and other Public Safety Agencies: Ordinances in the Code of Laws of Spartanburg County apply to SCPD facilities and services. Specific laws governing parks and recreation services are contained in Chapter 58 of the Spartanburg County Code of Ordinances. Other Code sections may also apply. Some parks and recreation facilities operated by the SCPD are located within municipalities, in which case the ordinances of that jurisdiction are applicable to SCPD facilities and operations located within the municipality.
   a. The Spartanburg County Sheriff’s Department is authorized to enforce State laws and County ordinances within the unincorporated area of Spartanburg County. Municipal police departments are authorized to enforce State laws and their municipal ordinances. The SCPD will work with law enforcement agencies to provide the safest possible park and recreation facilities.

4. Coordination: While the Parks and Recreation Director is responsible for promotion, coordination and cooperation with other departments and jurisdictions, the Parks and Recreation Director has delegated day-to-day responsibility for coordination with law enforcement and public safety services.
   a. The Park Operations Manager will serve as the principal liaison to law enforcement, fire departments and other public safety agencies in those parks where athletic competitions and tournaments are held.
   b. The Recreation Manager will serve as the principal liaison to law enforcement, fire departments and other public safety agencies in community centers, recreation centers and other locations where recreation programs are provided.
c. As needed, SCPD will coordinate with the appropriate law enforcement and public safety officials to notify them of events and plan for addressing issues such as parking, emergency medical services, crowd control and traffic control.

5. **Contract Public Safety Services:** The SCPD may, from time to time, contract with commissioned law enforcement officers and emergency medical service personnel, directly or through a third party, to provide heightened security for events where alcohol is served and/or where there are a large number of participants.

   a. The degree of security provided at each park and recreation center is dependent on the judgment of the Parks and Recreation Director, Assistant Parks and Recreation Director, Park Operations Manager or Recreation Manager (or their designees, as appropriate.) Factors considered in making judgments include the location of the facility, the number of people involved, the type of activity and other factors.

   b. Contract personnel may not begin work until a Workers Compensation Waiver is completed. SCPD is not permitted to contract directly with employees of the Spartanburg County Sheriff’s Department. SCPD may also utilize Sheriff’s Department employees, but must pay overtime rates for Sheriff’s Department employees.

6. **Insurance Certification:** Where required by County policy, team managers or their designees are responsible for obtaining Certificates of Insurance for their activities and programs from customers using parks and recreation facilities or contractors that are performing work on County properties. Coverage limits required are detailed in the County Insurance Requirements Matrix, promulgated by the Purchasing Department. Exceptions to the coverage limits described in the matrix may be sought from the County Risk Manager, with the concurrence of County Administration.