

1.2 - Periodic Timetable for Review of Documents

Standard: All documents designated for periodic review shall be reviewed on a regular basis according to an established agency review schedule. For example, if the agency has determined that a document should be reviewed annually, the agency shall provide evidence that the document is reviewed annually and include a copy of the most recent annual review. Several standards in the accreditation process require that adopted plans, policies and procedures be reviewed and updated at various intervals. In those cases, the agency shall provide evidence that the document was reviewed and updates pursuant to the period specified in the standard.

Standards with a review requirement are:

- 1.4.1 Agency Goals and Objectives
- 1.6.1 Administrative Policies and Procedures
- 2.4 Park and Recreation System Master Plan
- 2.5 Strategic Plan
- 3.4.2 Community Relations Plan
- 3.4.3 Marketing Plan
- 3.6 Records Management Policy and Procedures
- 3.6.1 Records Disaster Mitigation and Recovery Plan and Procedures
- 4.1 Personnel Policies and Procedures Manual
- 4.1.2 Recruitment Process
- 4.1.8 Compensation Plan
- 4.3 Job Analyses for Job Descriptions
- 4.5 Workforce Health and Wellness Program
- 4.6.1 Employee Training and Development Program
- 5.1.1 Comprehensive Revenue Policy
- 6.1 Recreation Programming Plan
- 6.2 Program Objectives
- 6.4 Community Education for Leisure Process
- 7.1 Parkland Acquisition Procedures
- 7.2 Area and Facilities Development Policies and Procedures
- 7.5 Maintenance and Operations Management Standards
- 7.5.1 Facility Legal Requirements
- 7.9.1 Recycling and/or Zero Waste Plan
- 8.5 General Security Plan
- 8.6.2 Emergency Risk Communications Plan
- 9.1 Risk Management Policy
- 10.4 Needs Assessment
- 10.5.1 Recreation and Leisure Trends Analysis

Suggested evidence of compliance: Provide the agency review schedule for the document, program, policy or procedure referenced in the enumerated standards.

Agency Evidence of Compliance:

Assuming no changes in laws occur necessitating a more frequent review, the following schedule demonstrates the Park District's timetable for review of documents:

Standard	Minimum Review Frequency	Proof of Review and/or Approval
1.4.1 - Agency Goals and Objectives	Annually (<i>w/ Performance Measurement Report</i>)	01.04.01_2014-Performance-Measurement-Report.pdf
1.6.1 - Administrative Policies and Procedures	Every 2 years (<i>w/ Policy Manual</i>)	01.02.00_Policy-Manual-Approval-at-December-2014-Board-Meeting.pdf
2.4 - Park & Recreation System Master Plan	Annually	01.02.00_Comprehensive-Plan-Approved-at-December-2014-Board-Meeting.pdf
2.5 - Strategic Plan	Annually	02.05.00_Strategic-Plan-Review-at-December-2014-Board-Meeting.pdf
3.4.2 - Community Relations Plan	Every 3 years	03.04.02_Community-Relations-and-Marketing-Plan.pdf
3.4.3 - Marketing Plan	Every 3 years	03.04.03_Community-Relations-and-Marketing-Plan.pdf
3.6 - Records Management Policy and Procedures	Every 2 years (<i>w/ Policy Manual</i>)	01.02.00_Policy-Manual-Approval-at-December-2014-Board-Meeting.pdf
3.6.1 - Records Disaster Mitigation and Recovery Plan and Procedures	Every 3 Years	03.06.01_Records-Management-Plan-Review-Memo.pdf
4.1 - Personnel Policies and Procedure Manual	Every 2 Years (<i>w/ Policy Manual</i>)	01.02.00_Policy-Manual-Approval-at-December-2014-Board-Meeting.pdf
4.1.2 - Recruitment Process	Every 2 Years	04.01.02_Memo-Regarding-Recruitment-Procedures-Review.pdf
4.1.8 - Compensation Plan	Every 10 Years	01.02.00_Compensation-Plan-Review-at-July-2013-Board-Meeting.pdf
4.3 - Job Analyses for Job Descriptions	Every 3 Years	01.02.00_Confirmation-of-Job-Analysis-at-July-2013-Board-Meeting.pdf
4.5 - Workforce Health and Wellness	Annually (<i>w/ Performance Measures</i>)	04.05.00_Health-and-Wellness-Measures-in-Performance-Measurement-Report.pdf
4.6.1 - Employee Training and Development Program	Annually	01.02.00_2015-Training-Calendar.pdf
5.1.1 - Comprehensive Revenue Policy	Every 2 years (<i>w/ Policy Manual</i>)	01.02.00_Policy-Manual-Approval-at-December-2014-Board-Meeting.pdf
6.1 - Recreation Programming Plan	Every Year	01.02.00_Recreation-Plan-Update-Memo.pdf
6.2 - Program Objectives	Every Year	01.02.00_Recreation-Plan-Update-Memo.pdf
6.4 - Community Education for Leisure Process	Every 3 Years	01.02.00_Community-Education-for-Leisure-Process-Review.pdf
7.1 - Parkland Acquisition Procedures	Every 2 Years	01.02.00_Land-Acquisition-Review-with-CIP.pdf
7.2 - Areas and Facility Development Policies and Procedures	Every 2 Years (<i>w/ Policy Manual</i>)	01.02.00_Policy-Manual-Approval-at-December-2014-Board-Meeting.pdf
7.5 - Maintenance and Operations Management Standards	Every 3 Years	07.05.00_Grounds-Operations-Update-Memo.pdf 07.05.00_GRC-Operations-Plan-Review-Memo.pdf 07.05.00_RCRC-and-Rehm-Operations-Review-

Standard	Minimum Review	Memo.pdf Proof of Review and/or Approval
7.5.1 - Facility Legal Requirements	Frequency Every 2 Years	01.02.00_Procedures-for-Facility-Licenses-Permits-and-Inspections.pdf
7.9.1 - Recycling and/or Zero Waste Plan	Every 3 Years	08.05.00_General-Security-Plan-Review.pdf
8.5 - General Security Plan	Every 3 Years	08.05.00_General-Security-Plan-Review.pdf
8.6.2 - Emergency Risk Communications Plan	Every 3 Years	01.02.00_Crisis-Communication-Plan-Approval-at-December-2014-Board-Meeting.pdf
9.1 - Risk Management Policy	Every 2 Years (<i>w/ Policy Manual</i>)	01.02.00_Policy-Manual-Approval-at-December-2014-Board-Meeting.pdf
10.4 - Needs Assessment	Every 5 Years	01.02.00_Needs-Assessment-Review-at-August-2014-Board-Meeting.pdf
10.5.1 - Recreation and Leisure Trends Analysis	Every 10 Years	01.02.00_Comprehensive-Plan-Approved-at-December-2014-Board-Meeting.pdf