



**REIGNITE
YOUR
POTENTIAL**

FRPA | 2021

**WELCOME TO THE 2021
FRPA CONFERENCE!
AUGUST 30 - SEPTEMBER 2**

LEARNING OBJECTIVES

- 1. REVIEW THE STANDARDS FOR CHAPTER 4 OF THE AGENCY ACCREDITATION PROCESS.**
- 2. UNDERSTAND THOROUGHLY THE SUGGESTED EVIDENCE OF COMPLIANCE FOR CAPRA ACCREDITATION.**
- 3. IDENTIFY YOUR AGENCY'S POTENTIAL WEAKNESSES IN THIS CAPRA CHAPTER.**
- 4. REVIEW RESOURCES AVAILABLE TO ASSIST YOU IN ACHIEVING COMPLIANCE, OR IN IMPLEMENTING BEST PRACTICES IN YOUR AGENCY.**

CAPRA 4.0 Human Resources

- *This course is not intended to be a preparatory course for the CAPRA process.*
- *This course is not offered on behalf of the CAPRA Commission or the NRPA and is being offered as a method of sharing resources and information relative to process and documentation for agencies wishing to consider accreditation.*
- *For official information on CAPRA and the accreditation program, please visit <https://www.nrpa.org/certification/accreditation/CAPRA/>*



CAPRA 4.0 Human Resources

31 STANDARDS, INCLUDING 6 FUNDAMENTAL STANDARDS



4.1 – PERSONNEL POLICIES AND PROCEDURES MANUAL



4.1.1 – CODE OF ETHICS



4.1.3 – EQUAL OPPORTUNITY EMPLOYMENT AND WORKFORCE DIVERSITY



4.1.5 – BACKGROUND INVESTIGATION



4.2 – STAFF QUALIFICATIONS



4.3 – JOB ANALYSES FOR JOB DESCRIPTIONS



CAPRA 4.0 Human Resources

4.1 – PERSONNEL POLICIES AND PROCEDURES MANUAL



4.1.1.1 – STAFF ACCEPTANCE OF GIFTS AND GRATUITIES

4.1.2 – RECRUITMENT PROCESS

4.1.4 – SELECTION PROCESS

4.1.6 – EMPLOYEE BENEFITS

4.1.7 – SUPERVISION

4.1.8 – COMPENSATION PLAN

4.1.9 – PERFORMANCE EVALUATION

4.1.10 – PROMOTION

4.1.11 – DISCIPLINARY SYSTEM

4.1.12 – GRIEVANCE PROCEDURES

4.1.13 – TERMINATION AND END OF EMPLOYMENT

4.1.14 – SOCIAL MEDIA POLICY REGARDING STAFF USE

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CAPRA 4.0 Human Resources

4.4 - CHIEF ADMINISTRATOR

4.4.1 - LEADERSHIP SUCCESSION PROCEDURE

4.5 - WORKFORCE HEALTH AND WELLNESS PROGRAM

4.6 - ORIENTATION PROGRAM

4.6.1 - EMPLOYEE TRAINING AND DEVELOPMENT PROGRAM

4.6.2 - PROFESSIONAL CERTIFICATION AND ORGANIZATION MEMBERSHIP

4.7 - VOLUNTEER MANAGEMENT

4.7.1 - USE OF VOLUNTEERS

4.7.2 - VOLUNTEER RECRUITMENT, SELECTION, ORIENTATION, TRAINING, AND RETENTION

4.7.3 - SUPERVISION AND EVALUATION OF VOLUNTEERS

4.7.4 - RECOGNITION OF VOLUNTEERS

4.7.5 - LIABILITY COVERAGE FOR VOLUNTEERS

4.8 - CONSULTANTS AND CONTRACT EMPLOYEES





SMARTSHEET ACCESS TO MULTIPLE RESOURCES AND DOCUMENTS RELATING TO CAPRA CHAPTER 4 HUMAN RESOURCES WILL BE AVAILABLE FOR 30 DAYS

<https://tinyurl.com/FRPA-CAPRA-04>

OR EMAIL [KHEUBERG@SCGOV.NET](mailto:kheuberg@scgov.net) TO REQUEST ACCESS



HELPFUL TIPS

Before Submission

- Take the standards literally
- If applicable, spell out each component
- Make sure you have signatures and review dates
- Reach out to other departments and document
- Don't rely on other departments
- Prepare for the CAPRA portal

During the Visit

- Share a “Welcome” video, especially if it’s a virtual visit
- Each visitor is different!
- Have an Action Item list
- Keep track of additional evidence

After the Visit

- Breathe!
- Add additional evidence



ADDITIONAL RESOURCES

- [NRPA.org/CAPRA](https://nrpa.org/capra)
- NRPA CAPRA Agency and Visitor Training
- NRPA webinars
- Accreditation Standards (6th edition)
- Accreditation Handbook (18th edition)
- Management of Park and Recreation Agencies (4th Edition)
- Other accredited agencies (list available on NRPA website; currently 183 accredited park and recreation agencies across the country and 24 in Florida)





QUESTIONS AND DISCUSSION



**CITY OF TAMPA PARKS AND RECREATION
ACCREDITED 2021**

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**SARASOTA COUNTY PARKS, RECREATION AND NATURAL RESOURCES
ACCREDITED 2018**

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IT STARTS IN
PARKS



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FRPA
FLORIDA RECREATION
& PARK ASSOCIATION

FOR MORE INFORMATION ABOUT THE FLORIDA RECREATION AND
PARK ASSOCIATION VISIT [FRPA.ORG](https://www.frpa.org)