

## 205 – Purpose, Definitions and General Provisions

### 1. Purpose:

The Shore Metropolitan Park District (District) administrative policies and procedures are an official publication of District. They are adopted by the District Board of Commissioners and contain the policies, procedures, and regulations of the District. These policies, procedures, and regulations are established to direct all employees in carrying out their duties and responsibilities and to provide an expectation of consistency, accountability, and predictability to our district citizens and patrons. Violations of any of the policies, procedures, or regulations contained in this manual may be grounds for disciplinary action.

### 2. Authority

- 2.1. The District is governed by numerous statutes of the State of Washington. However, the principal statutory authority is the Metropolitan Park District RCW 35.61, which is a codification of the general law relating to Metropolitan Park Districts in Washington. References to, and excerpts from the RCW 35.61 and other related laws are contained in this Policy Manual
- 2.2. The District also has operating requirements from the Washington Administrative Code (WAC) 246-260 for operations of Water Recreation Facilities, which are referenced in the Policy Manual.
- 2.3. The State of Washington RCW 35.61.130 establishes the authority of the District Board of Commissioners to issue, modify, or approve all policies, procedures, or other directives to operate and manage the District.

### 3. Applicability

Unless otherwise stated in a specific policy, District Policies and Procedures apply to all departments, employees, District Officials, and volunteers.

### 4. Revisions

The Board of Commissioners may periodically review the policies contained in this Policy Manual and revise or amend them from time to time as it deems appropriate at a regular meeting of the Board by a simple majority.

### 5. Severability

If any policy or part thereof contained in this Policy Manual shall be determined invalid in a court of law, such determination shall not affect the validity of the remaining policies.

### 6. Additional Manuals and Guidelines

Due to the specialized topic and the need for detailed procedures, the District Executive Director or his/her designee may develop manuals and guidelines to implement the Policies and Procedures established by the Board of Commissioners and shall be considered incorporated and part of this Policy Manual.

### 7. Definitions

For the purpose of this Policy Manual, the following terms shall have the definitions given herein:

- 7.1. "District" is the Shore Metropolitan Park District.
- 7.2. "Board" is the Board of Commissioners of the Shore Metropolitan Park District.
- 7.3. "Executive Director" is the Executive Director of the Shore Metropolitan Park District.
- 7.4. "RCW" is the Revised Code of Washington
- 7.5. "WAC" is the Washington Administrative Code
- 7.6. "Policy" is any plan or course of action reflecting the aims to be achieved by the District officially approved by the Board. A policy must be formulated and approved by the Board and shall be recorded in the Policy and Procedure Manual.
- 7.7. "Administrative Procedures" is any plan or course of action formulated and implemented by the District staff to facilitate the day-to-day District operations within the respective policy guidelines. Administrative Procedures, when appropriate, will be documented and placed in the District Policy Manual.
- 7.8. For the purpose of this Policy Manual, words in the masculine gender shall include the feminine gender and words in the singular number shall include the plural number and vice-versa, and words in the present tense shall include the future tense.