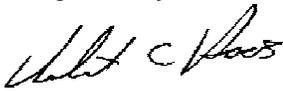


 <b>Cambridge Police Department</b>	<b>POLICY &amp; PROCEDURES</b>		<b>No. 485</b>	
	<b>Subject/Title:</b> <b>City Parks, Playgrounds, &amp; Recreational Fields</b>			
	<b>Issuing Authority:</b>  <b>Robert C. Haas Police Commissioner</b>		<b>Review Date:</b> <b>May 10, 2010</b>	
			<b>Issue Date:</b> <b>August 5, 2010</b>	
		<b>Effective Date:</b> <b>September 1, 2010</b>		
		<b>Rescinds:</b>		
<b>References/ Attachments:</b>		<b>Accreditation Standards:</b>		

## I. PURPOSE:

The purpose of this directive is a guide for officers responding to calls for service pertaining to use of the parks, playgrounds, and recreational fields throughout the City to include the following:

- Determine authorized use of the park, playground, or recreational field through review of posted regulations and Recreation Division of the Department of Human Services rules.
- Describe the actions an officer is expected to follow when engaging residents at a park, playground, or recreational field.
- Identify activity which might be considered a public safety or public disturbance concern although not listed on the posted regulations.

## II. POLICY:

It is the policy of the Cambridge Police Department for its officers to always conduct themselves in a professional and courteous fashion when engaging the public. This is especially true when responding to a complaint at a park, playground, or recreational field as the residents utilize these locations for recreation and enjoyment and may or may not be aware of regulations for proper use of the space. Officers must be familiar with these regulations in order to determine a proper course of action and to educate the residents of those regulations so that all may harmoniously enjoy the open spaces in the future.

**III. GENERAL CONSIDERATIONS AND GUIDELINES:**

The City of Cambridge regards the availability and use of the open spaces to be extremely important to the vitality of the City and its residents. The City continuously seeks to identify locations where open space can be cultivated and transformed into a destination for residents of all ages to relax and enjoy themselves.

The key to successful use of these open spaces is the establishment of well managed and coordinated regulations pertaining to the type of activities in the various parks, playgrounds, or recreational fields. The Recreation Division is responsible for the physical maintenance of these locations but also to determine the best use of the parks, playgrounds, or recreational fields. Carefully crafted allowable activities and clearly defined regulations enable the use of these spaces to flourish. When police officers respond to calls at these locations this information enables them to make proper decision whether those present are making proper use of the site.

**Recreation Division Permitting Process:**

The Recreation Division recognizes the need to balance the use of the various parks throughout the City between recreational use by residents and activities by organized groups. A permitting process has been established for this purpose as is as follows:

*In general, permits are required for Cambridge residents, organizations and companies for use of city athletic fields in order to minimize conflict among users. The Department of Public Works issues permits for non-athletic use of city parks. Regulations for use are posted at the fields and will have information on hours of use and restrictions on loud playing of music; use of alcohol and dogs off leash except for specifically designated off leash areas. In addition, there are parks/athletic fields that have additional posted restrictions or regulations that are specific to that park/athletic field only:*

**I. RECRETIONAL AREAS WITH RESTRICTED USE:**

1. *Russell Field – restricted to use by youth and high school programs only.*
2. *Joan Lorentz Park – passive use only*

*Athletic field permits are issued to youth and adult users with specific schedules for use such as date and time and will also have a copy of policies governing the use of the field attached. Athletic field permits for youth only and adult/youth use are granted for the following fields:*

**II. YOUTH PROGRAMS ONLY (BASED ON SIZE OF FIELD)**

1. *Comeau Field and Samp Field (Two Little League Fields)*
2. *Donnelly Field ( Two Little League Fields)*
3. *Lindstrom Field (Little League Field)*

4. *Maier Park (Cambridge Youth Soccer)*
5. *Pacific Street (Cambridge Youth Soccer)*
6. *Rafferty Park (Cambridge Youth Soccer )*
7. *Russell Field (Cambridge Youth Soccer, Cambridge Pop Warner and Cambridge Rindge and Latin High School)*
8. *Sacramento Field(Cambridge Youth Soccer, Baldwin School and Agassiz Community School Summer Camp)*
9. *Sennott Park (Cambridge Youth Soccer)*
10. *Tobin Field (Three Little League Fields)*

**III. ADULT AND YOUTH PROGRAM USE**

1. *Ahern Field*
2. *Cambridge Common*
3. *Comeau Field*
4. *Danehy Park*
5. *Donnelly Field (One softball field)*
6. *Glacken Field*
7. *Gold Star Mothers Park*
8. *Hoyt Field*
9. *Raymond Park*
10. *Rindge Field*
11. *St. Peter’s Field*

*In conclusion, informal use is generally allowed on public open space but groups are subject to the regulations posted and would have to leave the field if a group with an actual permit were to arrive for their scheduled activity.*

To summarize the permitting process organized activities will require a permit issued by the Recreation Division. The list of fields which delineate the age categories only applies to organized, permitted activities.

Informal use of the parks and fields (Russell Field and Joan Lorentz Park excluded) do not require permits.

**IV. PROCEDURE FOR RESPONDING TO CALLS FOR SERVICE**

**A. Initial Response to a Call for Service:** Officers responding to a call for service at a City park, playground, or recreational field should:

1. Determine from the E.C.C. Dispatcher the nature of the complaint.

2. Observe the activity at the location upon arrival.
3. Determine the proper use of the park, playground, or recreational field restrictions by reading the signs posted at the entrance to the park.
4. Determine if there is a violation of the park, playground, or field recreational regulations.

**B. When a Rule Violation is Observed:** If the responding officer makes a determination there is a clear violation of the park, playground, or recreational field rules taking place, the officer take the following steps:

1. Speak with the individual(s) who are improperly using the site (identify if they are with any formal group or organization).
2. Inform them that the police presence is in response to a call for service (where applicable).
3. Inform them of the violation and ask them to cease their activity.
4. If necessary show them the posted regulations and explain the regulations.
4. If the activity is normally a permitted activity, and the participants have not secured the proper permit, advise them they will have to relinquish the space (this typically occurs when a permitted groups shows up and there is already activity taking place on the field).
5. Insure the activity has stopped prior to leaving the location.
6. If the individuals refuse to stop their activities, the officer should first ask them again to cease. If the individuals continue to refuse the officer may:
  - a. Issue a Violation of Municipal Ordinances Citation.
  - b. Inform the individuals they must leave the site.
  - c. Arrest the individuals (action should be taken under only the most extreme of circumstances and only as a method of very last resort).
  - d. Attempt to determine the complainant and either speak with him/her regarding the outcome or request the E.C.C. Supervisor do so.
7. Enter into CAD notes pertinent information pertaining to the call along the outcome, and how the matter was resolved.

8. Information to any violations taking place in any of the city parks or on the city's recreation fields should be forwarded to the city's Recreation Division.

**C. When No Rule Violations are Observed:** If the responding officer does not observe any clear violations of the parks, playgrounds, or recreational fields taking place, the officer should take the following steps:

1. Determine if there is another activity which may constitute a public safety or public disturbance concern (i.e. behavior that could be considered alarming, activity that is taking place this is disruptive to neighbors, excessive noise that is emanating from the activity, etc.).
2. Speak with the individuals, advising of the nature of the complaint received and request that they cease in that form of activity.
3. Attempt to determine the complainant and either speak with him/her regarding the outcome or request the E.C.C. Supervisor do so.
4. Enter into CAD notes pertinent information pertaining to the call along with the outcome, and how the matter was resolved.

**D. Supervisors Responsibility:** If an officer responding to a call for service at a park or playground is unsure of a proper response to a situation, that officer should be conferring with the sector sergeant. The sector sergeant is then responsible for instructing the officer on what action to take, and if necessary or appropriate respond to the location. The sector sergeant should assist the officer in following the steps previously outlined to complete the call for service. If action is taken the sector sergeant should:

1. Insure all individuals are identified and all documentation is complete.
2. Insure a copy of the documents/reports are forwarded to the Recreation Division and directed to the Recreation Division Head at 51 Inman Street.