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## Police Athletic Activities League

### 349.1 PURPOSE

This policy establishes guidelines for the operation of the Santa Ana Police Department's Police Athletic & Activities League (SAPAAL).

### 349.2 ORGANIZATIONAL STRUCTURE

The SAPAAL shall be assigned to the Field Operations Bureau under the Support Division. The Support Division Commander will hold the administrative responsibilities for the SAPAAL. The daily operations of the SAPAAL are the responsibility of the SAPAAL Director under the approval of the Support Division Commander.

### 349.3 MEMBERSHIP

The SAPAAL will obtain insurance for its participants through the City of Sant Ana (self-insured).

The SAPAAL is open to any Santa Ana child between the ages of 7 and 12 regardless of sex, creed, color, or race. The number of participants will depend on adult staffing levels and the maximum occupancy of the SAPAAL building. The number of participants attending off-site trips will also be depend on adult staffing levels and the availability of transportation, length, and duration of the trip, age group suitability, type of activity, etc.

### 349.4 CONDUCT

All SAPAAL personnel shall conduct themselves in accordance with the Standards of Conduct Policy. SAPAAL representatives should be familiar with the different SAPAAL programs so they can provide accurate and timely information to the public. A uniform clearly identifying the personnel assigned, as a Santa Ana PAAL representative must be worn at all times. Under most circumstances, personnel working/volunteering for SAPAAL event shall be under the direction of the SAPAAL Director.

### 349.5 REQUIREMENTS FOR TRIPS AND OUTINGS

A minimum of two adults consisting of the SAPAAL Director and Assistant Director or the Director or Assistant Director and one SAPAAL adult employee, or the Director or Assistant Director and a SAPAAL mentor and/or one parent of a participating child are required for all trips and outings. Coed overnight activities require male and female adults consisting of the SAPAAL Director and Assistant Director or either the Director or Assistant Director and one SAPAAL adult employee, or the Director or Assistant Director and a SAPAAL volunteer and/or one parent of a participating child.

- (a) Male and female leaders shall have separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
- (b) Male and female children (participants) will not share the same sleeping facility.

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- (c) Single-room or dormitory-type accommodations for SAPAAL units: Adults and children of the same gender may occupy dormitory or single-room accommodations, provided there is a minimum of two adults and four children. A minimum of one adult is required to be child-protection trained. Adults must establish separation barriers or privacy zones to keep their sleeping area and dressing area separated from the children's area.
- (d) On trips and outings, where separate shower and restroom facilities are not available, separate times for male and female use should be scheduled. The buddy system should be used for restrooms by having one person wait outside the entrance, or provide occupied and unoccupied signs and/or inside door latches. Adult leaders need to respect the privacy of the children in situations where the children are changing clothes or taking showers, and intrude only in the event of an emergency. Adults must protect their own privacy in similar situations.
- (e) When staying in tents, no children will stay in the tent of an adult other than his or her parent or guardian.

### **349.6 ACCIDENTS**

Due to the nature of athletics and recreational activities accidents, injuries may occur. All volunteers, including students, shall sign a hold harmless agreement indemnifying the City, City employees and the Police Department from any and all liability. To help protect the involved parties, SAPAAL personnel shall not disclose any information about the cause(s) of an accident to anyone other than the SAPAAL Director, Assistant Director, SAPD Administrators, the City Attorney or the City's Risk Manager. All requests for information shall be referred to the City's Risk Management Department.

In case of an injury:

- Use proper first aid methods
- Call for paramedics
- Notify parent or guardian
- Notify supervisor
- Document the incident by completing a supervisory log.

SAPAAL personnel injured while on duty shall follow the City's accident reporting policy.

### **349.7 INCIDENTS/ACCIDENTS**

Common situations that may result in incidents/accidents include:

- Lack of proper supervision
- Poor maintenance
- Unwise selection of activity
- Insufficient protective devices

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- Improper facility layout

Awareness of dangerous/hazardous activities and conditions is imperative and employing safe practices are proven ways to prevent/reduce injuries. Proper supervision is required at all SAPAAL activities. Those providing supervision must be able to identify dangerous/hazardous situations and conditions including proper selection and participation in the activity taking into account the participant's size, age, skills, and physical condition. Adequate instruction and proper warnings must be provided to all participants.

### **349.8 SAFETY PRACTICES**

- Check all play apparatus for defective conditions
- Check play areas for dangerous/hazardous conditions
- Be constantly aware and conscious of what is happening in your area of responsibility
- Ensure children use all equipment in a safe manner
- Ensure that safety and fire lanes are clear in the event of an emergency

### **349.9 TRIP PROCEDURES**

- (a) All children participating in field trips shall turn in a signed parental permission slip before participating.
- (b) The primary transportation vehicle should be followed by a secondary City-owned vehicle. This vehicle is to be driven by the Director/ designee and shall not transport any child unless one of the following situations arise:
  1. Because of unforeseen circumstances, the primary vehicle is filled to capacity and children who registered for the event will be unable to attend due to the lack of passenger space in the primary vehicle.
  2. If the parent/guardian of a child who has become ill is unable to respond to the site, the Director/designee will be permitted to transport the child directly to their residence in the secondary City-owned vehicle. The Director/ designee shall not transport any children alone; another adult or child shall accompany the drier in the vehicle.
- (c) SAPAAL personnel shall not transport any children in their personal vehicles.
- (d) SAPAAL personnel should arrive at the departing site at least half hour before the participants are scheduled to leave. SAAPAL staff must wear the SAPAAL uniform.
- (e) Upon arrival at the destination, SAPAAL representatives must check in with the SAPAAL Director/designee.
- (f) The SAPAAL Director/designee will maintain the master roster and will check-in all children upon arrival.
- (g) After the children have boarded the transport vehicle, the SAPAAL Director/ designee will count all persons aboard the transport vehicle.

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- (h) The SAPAAL Director/designee will advise the driver when the transport vehicle may depart. The Director/designee will divide up the children so that each staff has approximately the same number of children.
- (i) The Director/designee and all staff will be responsible for ensuring the children are advised of the following:
  - 1. No eating, drinking, walking around, horseplay or throwing objects out of the bus's windows;
  - 2. Bus departure time to and from the activity
  - 3. Bus number and where the bus will be parked
  - 4. Their assigned leaders
  - 5. The rules of the visiting site (park, etc.) and that all children who are disrespectful and/or engage in illegal or destructive conduct will be prohibited from further participation and their parent/guardian and other appropriate personnel will be contacted to take further steps as necessary. The Director/ designee shall contact the child's parent/guardian and inform them of the incident. The Director/ designee shall stay at the site until the child's parent/guardian arrives.
- (j) Upon arrival at the site, staff will take the group to a pre-determined meeting place to distribute necessary information/tickets. The Director/designee will provide staff their allotment of information/tickets who will then distribute them to their assigned group.
- (k) The same procedures will be followed when departing the site.
- (l) Upon arrival back to Santa Ana, SAPAAL staff shall not leave until all children have been picked up or have left.

### **349.10 LOST, MISSING, SICK OR INJURED CHILDREN (PARTICIPANTS)**

If a child gets lost from a group, the Director/designee and staff member/group leader shall immediately make all efforts to locate the child and contact security and the person in charge of the site. The Director/designee or staff member shall leave their name, phone number and the name of the child and their parent(s)/guardian(s) and their phone number with site staff. The Director/ designee or staff member shall make all necessary notifications to the child's parent/guardian and the local law enforcement agency while continually attempting to locate the child. The Director or designee shall stay at the site until the child's parent/ guardian arrives. The staff/group leader to whom the child was assigned and the Director/designee will stay behind and coordinate the actions to be taken.

If a child runs away from the group and does not report back to the transport vehicle by time the transport vehicle is scheduled to leave, the Director/designee and staff member/group leader shall immediately make all efforts to locate the child and contact security and the person in charge of the site. The Director/designee or staff member shall leave their name, phone number and the name of the child and their parent(s)/guardian(s) and their phone number with site staff. The Director/ designee or staff member shall make all necessary notifications to the child's parent/guardian and the local law enforcement agency while continually attempting to locate the child. The Director

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or designee shall stay at the site until the child's parent/ guardian arrives. The staff/group leader to whom the child was assigned and the Director/designee will stay behind and coordinate the actions to be taken.

If a child becomes sick or injured, staff shall immediately, if necessary, provide first aid, contact the appropriate medical personnel, contact the child's parent/guardian, notify the SAPAAL Director/designee or staff member/leader who must document the sickness/injury and what steps were taken to provide medical aid/care to the child.

### **349.11 PARTICIPATION RULES**

All youths who participate in the SAPAAL program shall follow the rules and guidelines set forth in the SAPAAL Parent/Student Contract.

### **349.12 DISCIPLINARY POLICY**

Any sanction for violation of the SAPAAL rules and regulations while engaged in a SAPAAL activity shall be imposed in accordance with the following procedure:

- (a) The SAPAAL Director/designee may impose sanctions.
- (b) Appeals must be in writing and filed with the SAPAAL Director/designee within (5) days of the service of the written notice imposing the sanction.
- (c) Any sanction must be in writing and must include all facts giving rise to the sanction, and the nature of the sanction imposed. The violator may appeal, but appeals are not automatic and shall be filed by the violator. SAPAAL staff shall notify the violator of the opportunity to appeal the length and severity of the sanction to the SAPAAL Director.
- (d) Sanctions for violations of SAPAAL rules include: (1) Exclusion from certain SAPAAL activities and/or SAPAAL Center for a period of time. (2) Exclusions from all SAPAAL activities and/or SAPAAL Center for a period of time. (3) Permanent exclusion from all SAPAAL activities and the SAPAAL Center or a combination of any of the above sanctions. The type and length of any exclusion depends on the nature of the violation.