

# *Policy Manual*

Fairfax  
County  
Park  
Authority



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# FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

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# FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

## Preface

The Park Authority was created by action of the Board of Supervisors of Fairfax County, Virginia, at its meeting on December 6, 1950, by Resolution, in accordance with the provisions of the Park Authorities Act (Sec. 15.1-1228 to 15.1-1238.1, Ch. 27, Code of Virginia).<sup>1</sup> Later ordinances affecting the Authority have been adopted by the Board of Supervisors. The Memorandum of Understanding between the Fairfax County Board of Supervisors and the Park Authority identifies the County policies the Park Authority must follow related to budget, finance, purchasing, and personnel. Additionally, the Park Authority follows the County's Energy Management Policy.

This policy manual is intended for the use of the Park Authority Board. The purpose of this manual is to provide guidance in arriving at decisions in accordance with the mission, objectives and associated laws, but which allows discretion and latitude contingent on different circumstances, situation, or conditions. Indiscriminate exceptions to Park Authority policies are to be avoided.

The Park Authority Director interprets, implements and administers all policy decisions of the Park Authority Board. It is the role of Park Authority staff to develop appropriate procedures for implementing policy decision.

A five-year review and updates are necessary to ensure that the objectives and policies reflect changing county needs; therefore, objectives and policies may be revised, added, or deleted upon action of the Park Authority Board.

The Park Authority Board has adopted By-Laws for the conduct of Authority business.

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*Revised and adopted June 26, 2013*

**Note:** This edition of the Park Authority Policy Manual replaces a previous edition published in January 1998 and 2008. The 2013 edition reflects changes since 2008.

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<sup>1</sup> Title 15.1 of the Virginia Code was recodified and renumbered effective December 1, 1997.



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

### Objectives

- 100 Plan and develop a balanced park system that includes a variety of land, park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce, and visitors.
- 200 Ensure the long-term protection, preservation and sustainability of natural, cultural, and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.
- 300 Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services in compliance with all applicable standards and good management practices.
- 400 Administer the Park Authority within its funding and procedural capabilities in accordance with the needs of our residents, and ensure a highly trained staff and volunteer workforce.



## **FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL**

### **Objective 100**

Plan and develop a balanced park system that includes a variety of land, park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce, and visitors.



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 101</b>	<b>Title:</b> Land Acquisition
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008
<b>Objective:</b> Plan and develop a balanced park system that includes a variety of land, park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

**Purpose:** The Park Authority shall acquire land for the stewardship of natural and cultural resources, and the development of recreational facilities.

**Policy Statement:** Parkland acquisition opportunities take many forms including dedication, donation, fee simple purchase, lease agreements, partnerships, easements, and use of eminent domain powers. When acquiring land, the Fairfax County Park Authority shall take into account:

1. The uniqueness and value of natural and cultural resources to be protected through acquisitions. Acreage of Resource Based Parks shall not be applied in meeting requirements for recreational facilities.
2. The amount of land necessary to meet County residents' needs for recreational opportunities consistent with adopted service level standards for Urban, Local and District/Countywide Parkland. Parkland service level standards shall be reviewed and evaluated in conjunction with periodic needs assessments.
3. Identified needs within the service area may be met in various combinations of existing or newly acquired park sites or school sites subject to park classification criteria and site conceptual development plans.
4. Acreage of privately owned common open space, developed with local park facilities, may be applied in determining the adequacy of park and recreation areas to serve that residential development.
5. Maintenance and operational costs of property to be acquired prior to acquisition.

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### Supporting Documentation:

1. Fairfax County Comprehensive Plan  
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 102</b>	<b>Title: Park Planning</b>
<b>Date Approved: 6/26/2013</b>	<b>Last reviewed: 3/26/2008</b>
<b>Objective:</b> Plan and develop a balanced park system that includes a variety of land, park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

**Purpose:** Planning provides direction and guidance to successfully achieving the Park Authority's mission, goals and objectives and affords orderly growth, stewardship, operation and maintenance of the park system to meet the county's present and future park needs. Through participation and coordination in county, state and federal planning efforts, park resources are protected from impacts that result from development, public improvements, population growth as well as changing land use patterns, park use patterns and funding limitations. Planning is based on data-driven analysis, occurs on many levels and is a collaborative process that includes various stakeholders, policy and decision makers, public agencies and the general public.

**Policy Statement:** The Park Authority shall maintain an ongoing park planning program incorporating the following plan components and any additional components it may deem necessary:

- **Park Needs Assessment** – an essential planning study conducted to determine the county's park and recreation needs, establish service level standards and align long term capital investment plans.
- **Park Comprehensive Plan (Great Parks, Great Communities)** - a long-range plan to align stewardship and community park needs with the park system physical aspects: land, natural and cultural resources, and facilities.
- **Five Year Strategic Plan** - addresses agency strategic initiatives with defined measurements.
- **Fiscal Plans** - identifies the funding requirements and sources and guides fiscal decision making, including the five-year Capital Improvement Program, Fiscal Sustainability Plan, Financial Management Plan and the annual operating budget cycles.
- **Park Master Plans** - guides the land use and development of individual parks or sites managed under cooperative agreements.
- **Resource Management Plans** – guides resource stewardship activities and priorities.
- **Energy Management Plan** – guides the Energy Management Program that coordinates agencywide efforts to make all its facilities as energy efficient as possible.
- **Annual Work Plans** – guides funded priority project assignments to be achieved on an annual basis.

## Policy 102 Park Planning (continuation)

The Director and staff create Operational Plans that operationalize these plans to guide service delivery priorities at individual sites and within organizational units Park Classification System.

The Park Classification System is a general typology intended to guide park system planning, and development by grouping parks according to certain common typical characteristics and outlining the primary purpose, location and access, character and extent of development within each classifications. Park classifications are adopted by the Park Authority Board and in the County Comprehensive Plan. Adopted park classifications include:

- a. Local Parks, including Urban Parks (In urban areas, park provision should be further guided by the urban park typology in the Urban Parks Framework)
- b. District Parks
- c. Countywide Parks
- d. Resource-Based Parks

The following guidance is provided regarding Park Classifications:

- Establish and adopt the Park Classification System by outlining the primary purpose, location and access, character and extent of development to balance the provision of quality recreation opportunities with the protection and preservation of natural and cultural resources.
- Park Classifications also provide guidance to the Planning Commission for determining if a park is in substantial conformance with the County Comprehensive Plan; pursuant to Code of Virginia section 15.2-2232 (known as the 2232 process).
- Establish the park classification at the time of park acquisition with the opportunity to reclassify a park as part of the master planning process.
- Use the classification system to balance the geographic distribution of parks and equitable delivery of park services.

### Planning Guidance

The Park Authority is a primary contributor to the integrated park system in Fairfax County that includes coordination with multiple providers and collaboration with other public agencies. The integrated park system has grown and evolved as the county has grown and changed. The County Comprehensive Plan cites potential growth impacts on parks and specifies a need for:

## Policy 102 Park Planning (continuation)

“a comprehensive approach to planning and acquisition for an integrated system of parks, recreation, and open space, which utilizes the resources of the public and private sectors to maximum advantage. It is critical that public and private park providers throughout the Northern Virginia region assess current and long range park and leisure needs and coordinate the effective delivery of park and recreation services while protecting significant natural and cultural resources. It is in the best public interest to ensure the efficient use and equitable distribution of resources and services throughout the community to meet the dual goals for protection of significant natural and cultural resources, and provision of sustainable parklands and facilities that serve the increasing demands for a full range of park experiences.”

To achieve the Park Authority mission, and maintain a lead role in sustaining the county’s integrated park system, the following planning guidance is provided:

- Ensure the provision of parkland and the efficient use of facilities throughout the county is based on user needs, park and facility service level standards and consistent with population distribution and growth patterns.
- Develop a regional and integrated open space and greenway system and provide mutually supportive recreation opportunities in cooperation with other public park agencies.
- Enhance the integrated park system through facilitating connections of parkland, public access areas, stream valleys and protected resource areas to achieve many public benefits including completing the countywide trails system; conserving open space and cultural landscapes; protecting wildlife habitats, riparian corridors, water quality and aesthetic values; controlling flooding and erosion; and providing continuity of non-motorized access between park lands, residential communities, employment and commercial centers, and transit destinations.
- Coordinate and cooperate with other county, municipal, regional, state and federal agencies in planning, development, protection and management of all park resources to support the integrated park system.
- Participate in the county, state and federal development review processes to ensure the mitigation of adverse impacts to parks and recreation facilities and service levels caused by growth and land development through the provision of proffers, conditions, contributions, commitments and land dedications.

## Policy 102 Park Planning (continuation)

- Provide opportunities for citizens to participate in the planning, development and operation of parklands, facilities and programs.
- Recognize and promote the social, ecological, historic, cultural, economic and health benefits of parks through the planning process.
- Encourage the integration of urban parks and recreation facilities into urban, mixed use and transit oriented development areas of the county using guidance in the Urban Parks Framework.
- Mitigate adverse impacts from park activities on surrounding neighborhoods through careful park planning, site design, management and operations.
- Protect the public's parkland investment and ensure the safety, efficient, quality, and sustainable operation and maintenance of parklands, facilities, and infrastructure.
- Consider the location of major public facilities, including transportation and utility corridors, and telecommunication facilities, on or through parklands when the proposal meets the following conditions: (a) is consistent with the relevant policies of the managing park agency; (b) the managing park agency determines that the proposed facility is compatible with the existing and future use of parkland, (c) the managing park agency concurs that there is no feasible or available alternative to the use of parklands and (d) the proposal will have minimal impacts on parkland, facilities, resources and user experience.

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### References:

1. County Comprehensive Plan Policy Plan element, Park and Recreation section, includes Fairfax County Park Classification System (Appendix A) and Urban Parks Framework (Appendix B)  
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/policyplan/>
2. Fairfax County Park Authority Needs Assessment  
<http://www.fairfaxcounty.gov/parks/needsassessment.htm>
3. Fairfax County Park Authority Great Parks Great Communities Plan  
<http://www.fairfaxcounty.gov/parks/plandev/greatparks/>
4. Fairfax County Park Authority Five Year Strategic Plan FY2014-FY2018  
<http://www.fairfaxcounty.gov/parks/strategicplan/>
5. Fairfax County Park Authority Financial Sustainability Plan
6. [Links/financial-sustainability-plan.pdf](#)

## Policy 102 Park Planning (continuation)

7. Fairfax County Capital Improvement Plan (FY 2014-FY 2018 plan approved by the Park Authority Board Mar. 27, 2013)  
[http://www.fairfaxcounty.gov/dmb/fy2013/adopted/cip/park\\_authority.pdf](http://www.fairfaxcounty.gov/dmb/fy2013/adopted/cip/park_authority.pdf)
8. Public Facility Determination Process (2232 Review Process)  
<http://www.fairfaxcounty.gov/dpz/2232/>

### **Supporting Documentation:**

1. Fairfax County Park Authority Cultural Resource Management Plan  
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>
2. Fairfax County Park Authority Energy Management Plan  
<Links\Energy Management Plan.doc>
3. Fairfax County Park Authority Natural Resources Management Plan  
<http://www.fairfaxcounty.gov/parks/resource-management/nrmp.htm>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 103</b>	<b>Title: Park Development</b>
<b>Date Approved: 6/26/2013</b>	<b>Last reviewed: 3/26/2008</b>
<b>Objective:</b> Plan and develop a balanced park system that includes a variety of land, park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

**Purpose:** This policy guides decision making relating to the development of parkland to be consistent with the Park Authority mission, vision, values and fiscal sustainability.

**Policy Statement:** The Park Authority shall develop parkland to protect and enhance the natural and cultural environment and create and sustain quality recreation facilities and services to support the Park Authority's mission. Park development shall be consistent with the values, vision, strategic priorities and financial limitations of the Authority. Park development shall take into account:

1. Park land shall be developed in accordance with the criteria set forth in the Park Classification System. Development shall be of sufficient acreage and quality to ensure that requirements for resource protection and/or facility development can be met.
2. Park development shall be predicated on the responsible stewardship of all natural, archaeological and built resources within the park land to be developed.
3. Park development shall incorporate sustainable practices that take into account fiscal requirements over the estimated life cycle of the facilities to ensure sustainable operations, visitor safety and enjoyment, and perpetuation of significant natural and cultural resources consistent with the Park Authority's commitment to environmental, economic, and social stewardship.
4. Adequate funding authorizations and appropriations shall be secured prior to development, expansion and/or upgrade of park facilities.
5. Consideration may be given to interim levels of development and operations in partnership with community groups, where such agreements would facilitate the timely provision of recreation opportunities not otherwise available.
6. Development of all Park Authority facilities shall comply with Fairfax County, state, and federal regulations and laws as applicable.

**Policy 103 Park Development (continuation)**

7. Park development shall conform in general as provided for in park specific Master Plans or other Fairfax County development plans as applicable.

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**Supporting Documents:**

1. Fairfax County Public Facilities Manual  
<http://www.fairfaxcounty.gov/dpwes/publications/pfm/>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 104</b>	<b>Title: Naming of Parks and Facilities</b>
<b>Date Approved: 6/26/2013</b>	<b>Last reviewed: 3/26/2008</b>
<b>Objective:</b> Plan and develop a balanced park system that includes a variety of land, park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce, and visitors.	

**Purpose:** This policy provides guidance and direction in naming and/or renaming Fairfax County Park Authority parks, facilities or resource management areas.

**Policy Statement:** Generally, parks are named in accordance with geographical, historical or ecological features indigenous to the park site or to the immediate vicinity of the site. Preliminary park names are typically designated at the time of acquisition by staff unless the name is specifically designated in the deed or a specific condition of a contract or donation. Park names are finalized through the Master Plan process.

Parks, facilities or resource management areas may be named for an individual or family living or deceased under the following conditions and will be reviewed on a case by case basis:

- Has made a significant gift of land to the Authority, or
- Is memorialized for a significant contribution to the Fairfax County park system, or
- Has made a significant contribution to the protection of natural, cultural, or horticultural resources of the Fairfax County park system, or
- Has substantially contributed to the advancement of commensurate types of recreational opportunities within the Fairfax County park system, or
- Has made a significant contribution to the betterment of a specific park, or
- Shall not be named after someone still holding an elected office or persons working for the county.

Renaming of parks, facilities or resource management areas:

In order to respect the historical tradition, community values and lessen confusion, renaming of parks and facilities is strongly discouraged. Existing park and facilities names shall not be subject to change unless, after a thorough investigation and review the proposed name is found to be more appropriate than the existing name and does not diminish the original name or discount the value of the prior contributors. Any action to change the name of an existing park or facility shall follow the same conditions as above.

**Policy 104 Naming of Parks and Facilities (continuation)**

The Park Authority Board has the authority to rescind the naming of a park or facility without prejudice.

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## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 105</b>	<b>Title:</b> Telecommunications Sites
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008
<b>Objective:</b> Plan and develop a balanced park system that includes a variety of land, park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

**Purpose:** The Authority considers its responsibilities to the citizens of Fairfax County to be in the nature of public trust, requiring commitment to the preservation and protection of natural, cultural, horticultural and recreational resources located on park lands. The Park Authority shall seek to balance the general public's need for telecommunications services with the Authority's mandate and public trust for the protection of parklands.

**Policy Statement:** Telecommunications facilities shall not be located on any park land containing deed restrictions or funding restrictions that do not permit such use. Compensation shall be provided to the Park Authority for the placement of the proposed facility. The Director, with the endorsement of the Park Authority Board shall consider the placement of telecommunications facilities and related equipment on park property contingent upon:

1. The proposed telecommunication facility complies with the provisions of the Fairfax County Comprehensive Plan Policy Plan for Parks and Recreation.
2. Consideration has been given to placing telecommunications facilities that minimize impacts to park land utilizing the following methods: evaluation of alternatives to locating new monopoles or towers on park land; co-location on an existing approved monopole; co-locating on existing public utility structures; or designing facilities as light pole replacements on athletic fields as an alternative to new monopole or towers for telecommunication.
3. In accordance with Policies 201 Natural Resources and 203 Cultural Resources, the proposed location does not adversely affect significant natural or cultural resources.
4. The proposed location does not displace and is compatible with existing or planned park facilities;
5. The proposed location and construction on the site does not significantly detract from the character of the park;

## Policy 105 Telecommunications Sites (continuation)

6. The proposed facility location does not adversely affect park operations or maintenance;
7. Clear demonstration is given that impacts to adjacent uses and property owners are minimal;
8. The placement of the telecommunications site enhances public communications services and the public good.

Requests for telecommunications facilities that propose co-location on existing approved monopoles, existing electric transmission lines, or athletic field light pole replacements, and meet all applicable location criteria may be approved by the Director of the Park Authority after consultation with the Board member in whose district the facility will be located.

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### Supporting Documentation:

1. Section 106, National Historic Preservation Act of 1966, as amended through 2006  
<http://www.achp.gov/docs/nhpa%202008-final.pdf>
2. Fairfax County Zoning Ordinance-  
<http://www.fairfaxcounty.gov/dpz/zoningordinance/>
3. Fairfax County Comprehensive Plan, Policy Plan-  
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/policyplan/>
4. Fairfax County Comprehensive Plan, Policy Plan, Public Facilities, Mobile and Land- Based Telecommunication Services.  
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/policyplan/pubfacilities.pdf>



## **FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL**

### **Objective 200**

Ensure the long-term protection, preservation, and sustainability of natural, cultural, and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 201</b>	<b>Title:</b> Natural Resources
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 2/25/2009
<b>Objective:</b> Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.	

**Purpose:** The Natural Resources policy provides the foundation to achieve the natural resource preservation mission of the Fairfax County Park Authority and requires the incorporation of resources management and protection measures into all Park Authority functions.

**Policy Statement:** In accordance with its mission and values, the Fairfax County Park Authority works to ensure protection and stewardship of natural resources. Natural resources can also be addressed as natural capital: living organisms, non-living components to include air, water and soil, the ecosystems they make up and the services they provide. The framework for park natural resource protection and management is found in the Parks and Recreation section of the Fairfax County Comprehensive Plan.

- In its role as a primary steward of Fairfax County's natural resources, it shall be the policy of the Fairfax County Park Authority to manage natural resources on parklands and easements in order to provide an integrated network of natural resources, retain representative species and communities, maintain ecological processes and protect rare or unusual resources.
- Natural capital in Fairfax County provides ecosystem services which include cleaning our air and water, supporting wildlife and contributing to the quality of life of our citizens. Natural capital is not self-sustaining and funding is necessary for its restoration and management.
- Natural resource management on parkland shall be guided by an agency-wide natural resource management plan to implement this policy.
- Natural resource management strategies may range along a continuum from protection, in which natural processes are allowed to predominate with little or no human intervention, to intensive management, where overt actions are taken to manipulate populations of animals or plants, or their habitats, toward a desired level. Management, when practical, shall include restoration and enhancement of degraded natural resources.

## Policy 201 Natural Resources (continuation)

- This policy and the agency Natural Resource Management Plan must be considered in all agency projects and processes to include land acquisition, park planning, development, management, maintenance and interpretation.
- The Park Authority mission and stewardship values emphasize the importance of engaging stakeholders and educating citizens and staff. To this end the Park Authority shall partner with other agencies and organizations, enlist volunteers, reinforce stewardship values of citizens and staff and emphasize education in order to fulfill its natural resource protection and management mission.

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### References:

1. Park Authority Natural Resource Management Plan  
<http://www.fairfaxcounty.gov/parks/nrmp.htm>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 202</b>	<b>Title:</b> Wildlife Conflict Resolution
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008
<b>Objective:</b> Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.	

**Purpose:** Wildlife Conflict Resolution promotes peaceful coexistence between humans and wildlife species but establishes the framework for resolving conflicts as they arise.

**Policy Statement:** In its role as the primary steward of Fairfax County's natural resources, it shall be the policy of the Fairfax County Park Authority to effectively resolve conflicts between wildlife and people, so as to promote peaceful coexistence between citizens and these resources.

1. For management purposes, wildlife activity that results in conflicts will be evaluated by the Park Authority for the existence of, or potential for:
  - impact to private property;
  - impact to public infrastructure including park resources, facilities and services;
  - or
  - impact on public health and safety.

The significance of these impacts will determine the type of management action taken, but all actions will follow established impact mitigation procedures.

2. The Park Authority will base wildlife management actions on:
  - applicable laws and regulations,
  - adopted natural resource conservation objectives,
  - approved park plans,
  - accepted ecological principles,
  - proven wildlife management techniques, and
  - appropriate animal welfare concerns.
3. The Park Authority will practice an attitude of acceptance of, and tolerance for, wildlife activity as a part of the county's natural environment, and will foster this attitude among the public through education.

## Policy 202 Wildlife Conflict Resolution (continuation)

4. If necessary, the Park Authority will take reasonable measures on parkland, following established procedures, to mitigate impacts to private property of wildlife activity originating on parkland, but will assume no legal liability for these impacts.
  5. When warranted, the Authority will take reasonable measures on parkland, following established procedures, to mitigate impacts to public infrastructure.
  6. For each specific type of wildlife activity, the Authority will develop impact mitigation procedures that utilize progressive, stepwise intervention, typically advancing from:
    - Exclusion, including, but not limited to, fences, screens, caps, baffles, and repellents; to
    - Harassment, including, but not limited to, destruction of nests, and homes, and visual and auditory hazing; to
    - Population management, including, but not limited to, birth control, relocation, and humane destruction.
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## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 203</b>	<b>Title:</b> Cultural Resources
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 1/11/2012
<b>Objective:</b> Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.	

**Purpose:** Consistent with the Fairfax County Park Authority's cultural resource stewardship mission, the Park Authority shall preserve and protect cultural resources on parkland in accordance with guidelines outlined in the Park Comprehensive Plan (2011), Objective 3.

**Policy Statement:** In order to carry out its role as the primary steward of Fairfax County's cultural resources, it shall be the policy of the Park Authority to identify, evaluate, preserve, and interpret cultural resources located on parkland, as well as countywide archaeology (as discussed in Policy 204), according to federal, state and local laws and regulations, Park Authority policy and regulations, the Cultural Resource Management Plan, and approved park plans. Cultural resource management will be conducted using current professional standards and guidelines and best practices.

When undertaking any project that results in ground-disturbing activity, the Park Authority shall consider the effects on potentially significant archaeological resources. Such resources shall be documented and, if feasible, protected. If there is no prudent and feasible alternative to disturbing these resources, mitigation measures shall be developed and implemented.

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### References:

1. Secretary of the Interior's Standards for the Treatment of Historic Properties  
<http://www.nps.gov/tps/standards.htm>
2. Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for the Treatment of Cultural Landscapes  
<http://www.nps.gov/tps/standards/four-treatments/landscape-guidelines/index.htm>
3. Virginia Department of Historic Resources Guidelines for Conducting Historic Resources Survey in Virginia  
[http://www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf)
4. Park Comprehensive Plan  
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/policyplan/>
5. Cultural Resource Management Plan  
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 204</b>	<b>Title:</b> Countywide Archaeology
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 2/8/2012
<b>Objective:</b> Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.	

**Purpose:** Consistent with the Park Authority's long standing cultural resource stewardship mission, in accordance with guidelines outlined in the Fairfax County Heritage Resource Management Plan (Fairfax County Board of Supervisors, 1988), and the Park Authority's Cultural Resource Management Plan, and in recognition of the need to provide a broader cultural context for cultural resources, it is Park Authority policy to:

### Policy Statement:

1. Serve as the countywide representative to ensure compliance with all federal, state and local laws and ordinances which are meant to identify, evaluate, document and/or preserve cultural resources as part of the development review process both on parkland and countywide.
2. Protect, conserve, and where feasible, recover threatened archaeological resources not otherwise protected by federal, state, regional or county laws, guidelines or ordinances through an active partnership with volunteers, friends' groups, and avocational and professional archaeologists.
3. Serve as the central repository for all archaeological collections recovered for Fairfax County, including the artifacts themselves, supporting documentation, and all reports. These collections include materials generated by county staff, university programs, and other professional archaeologists, including those from federal and state agencies and archaeological consultants.
4. Develop and implement a range of public outreach activities to educate county citizens and visitors about the history and archaeology of the county as part of the larger stewardship education initiative.

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### References:

**Policy 204 Countywide Archaeology (continuation)**

1. Virginia Department of Historic Resources Guidelines for Conducting Historic Resources Survey in Virginia [http://www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf)
2. VDHR Collections Management Standards [http://www.dhr.virginia.gov/pdf\\_files/Collections%20Mgmt%20Standards%2016june2011.pdf](http://www.dhr.virginia.gov/pdf_files/Collections%20Mgmt%20Standards%2016june2011.pdf)



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 205</b>	<b>Title:</b> Historic Preservation
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 01/11/12
<b>Objective:</b> Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.	

### **Purpose:**

The Park Authority is steward of historic resources on parkland as is set forth by its mission.

### **Policy Statement:** As such, the Park Authority:

1. Shall conduct historic preservation studies in accordance with federal, state and local standards, guidelines and policies and the Cultural Resource Management Plan.
2. Shall perform treatment of historic properties following the Secretary of the Interior's Standards for the Treatment of Historic Properties.

These principles apply to all historic landscapes, buildings, sites, structures, objects and districts.

The Secretary of the Interior's Standards for the Treatment of Historic Properties states:

There are Standards for four distinct, but interrelated, approaches to the treatment of historic properties--preservation, rehabilitation, restoration, and reconstruction.

- a) Preservation focuses on the maintenance and repair of existing historic materials and retention of the property's form as it has evolved over time. (Protection and stabilization are included in this treatment.)
- b) Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.
- c) Restoration depicts a property at a particular time in its history, while removing evidence of other periods.
- d) Reconstruction recreates vanished or non-surviving portions of a property for interpretive purposes.

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### **References:**

## Policy 205 Historic Preservation (continuation)

1. Secretary of the Interior's Standards for the Treatment of Historic Properties <http://www.nps.gov/tps/standards.htm>
2. Secretary of the Interior's Standards for the Treatment of Historic Properties and with Guidelines for the Treatment of Cultural Landscapes <http://www.nps.gov/tps/standards/four-treatments/landscape-guidelines/index.htm>
3. VDHR Guidelines for Conducting Historic Resources Survey in Virginia [http://www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf)
4. Cultural Resource Management Plan <http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 206</b>	<b>Title:</b> Museum and Archaeological Collections
<b>Date Approved:</b> 3/9/2016	<b>Last reviewed:</b> 6/26/2013
<b>Objective:</b> Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.	

**Purpose:** In support of our cultural resource stewardship mission, the Fairfax County Park Authority shall collect, preserve, exhibit, interpret and, where appropriate, make available for research, museum objects, archaeologically-derived artifacts, and other material culture.

### **Policy Statement:**

1. The Park Authority shall ensure that collections under its stewardship are protected, secure, unencumbered, cared for, accounted for, and documented, and shall plan for their future needs and growth.
2. Acquisition, loan, deaccessioning and disposal activities shall be conducted in a manner that respects the protection and preservation of cultural resources and discourages and prevents illicit trade in such materials. Collections-related activities shall promote the public's understanding and appreciation for our past over financial gain.
3. The Park Authority shall subscribe to the American Association of Museums (AAM) "Code of Ethics for Museums" as it applies to museum collections, the Museum Collections Policy, and all collections management procedures.
4. The Park Authority shall maintain detailed guidelines and procedures for the management and care of the museum collections and archaeological collections in respective conformity to the professional standards established by the AAM and Virginia Department of Historic Resources (VDHR) State Collections Management Standards, and shall revise those guidelines and procedures as needed to comply with current professional standards and guidelines. These are defined in Appendix 15: Guidelines for Living Collections Management: Museums and Archaeological Collections.

### **References:**

1. VDHR Collections Management Standards  
[http://www.dhr.virginia.gov/pdf\\_files/Collections%20Mgmt%20Standards%2016june2011.pdf](http://www.dhr.virginia.gov/pdf_files/Collections%20Mgmt%20Standards%2016june2011.pdf)
2. Cultural Resource Management Plan  
<http://www.fairfaxcounty.gov/parks/gmp/crmpfinal.pdf>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

### Supporting Documentation:

1. Appendix 15: Guidelines for Living Collections Management: Museum and Archaeological Collections (link to be determined)
2. Code of Ethics for Museums <http://aam-us.org/resources/ethics-standards-and-best-practices/code-of-ethics>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 207</b>	<b>Title:</b> Live Collections Management
<b>Date Approved:</b> 3/9/2016	<b>Last reviewed:</b> 6/26/2013
<b>Objective:</b> Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.	

**Purpose:** This policy states the reason for maintaining live animal and horticultural collections including their use and the importance of their proper care and management in parks.

### **Policy Statement:**

1. The Fairfax County Park Authority collects, exhibits, interprets, and studies farm animals and captive, bred, rehabilitated, or non-releasable wild animals, and horticultural plants for educational purposes to support the mission of the Park Authority and its sites.
2. Each individual or group of living collections shall be evaluated in terms of its conformity to the scope of collections criteria outlined in Appendix 16: Guidelines for Living Collections Management: Plants and Animals, and to the ability of the Fairfax County Park Authority to care for live collections in a manner consistent with professional standards. In general the Fairfax County Park Authority discourages the collection of threatened or rare species unless participating in a program to restore native or horticultural significant species.
3. The Fairfax County Park Authority shall ensure that live collections under its stewardship are protected, secure, cared for, and documented. Acquisition, loan, presentation, deaccessioning, and disposal activities shall be conducted in a dignified, respectful, humane, and safe manner. All live collections will be maintained in a manner that will insure their health and well-being and the safety of staff, visitors, and the live collections.
4. The Fairfax County Park Authority shall maintain a record of live collections including all legal instruments, agreements, conveyances, research and descriptive catalog records, and any other pertinent data necessary to meet permit requirements and record-keeping purposes consistent with professional standards.
5. The Fairfax County Park Authority is bound by all federal, commonwealth, and county regulations and laws applicable to the stewardship and use of live animals and plants where appropriate.

### **Supporting Documentation:**

1. Appendix 16: Guidelines for Living Collections Management: Plants and Animals
2. Code of Ethics for Museums <http://aam-us.org/resources/ethics-standards-and-best-practices/code-of-ethics-for-museums/>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 208</b>	<b>Title: Sustainable Management</b>
<b>Date Approved: 6/26/2013</b>	<b>Last reviewed: 3/26/2008</b>
<b>Objective:</b> Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.	

**Purpose:** This policy shall assure the perpetual sustainable management of Park Authority resources.

**Policy Statement:** The Park Authority shall be a role model in promoting a culture of sustainable management enabling the efficient delivery and continuation of services to citizens and preservation of resources. Long lasting park investments supported by sustainable and effective park management and stewardship practices provide a wide range of public benefits that will endure for future generations. Assure perpetual sustainable management of park resources using the following guidance:

- Create short and long term financial stability through responsible public investments and by managing park assets as effective stewards.
- Establish attainable facility lifecycles and standards for maintenance and service levels that guide sustainable operations.
- Implement and enhance sustainable best management practices in the area of planning, operation, maintenance, management and overall service delivery.
- Protect park assets from developmental impacts, encroachments and vandalism.
- Protect and preserve archaeological artifacts, community history, wildlife, vegetation, air and water resources in parks.
- Design and develop park facilities and amenities to maximize their life expectancy and minimize environmental impacts.
- Invest in and value our workforce and volunteers.
- Provide opportunities for the community to experience the benefits of the park system today and into the future.



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 209</b>	<b>Title:</b> Protection of Lands and Facilities
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008
<b>Objective:</b> Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and County-wide Policy Plan obligations.	

**Purpose:** The Park Authority shall resist by all appropriate means, including legal action, any attempt to destroy or encroach upon any park, historical site, nature preserve or recreational facility under its control. The Park Authority considers its responsibilities to the citizens of Fairfax County to be in the nature of a public trust, requiring commitment to the preservation and protection of natural, cultural, horticultural and recreational resources located on parklands.

**Policy Statement:** An encroachment by definition shall include, but not be limited to, the act of unauthorized mowing or clearing of land; the planting, tilling, or pruning of vegetation; the deposition of debris or refuse in a park; an extension of a use by adjacent property owner; an installation which impedes public access; the construction of any facility or structure; the installation or maintenance of equipment and/or utilities on parkland without the express written permission or permit of the Park Authority unless permissions are inherently granted in accordance with the terms of an existing easement running with the land and duly recorded in the land records of Fairfax County.

The Park Authority shall strive to be a good neighbor to adjacent property owners, with the expectation of the same in return, by working in good faith to remedy encroachment conditions on parkland within the parameters of Park Authority policy, regulations, and standard operating procedures. The Park Authority shall not sell land, grant easements, nor exchange land in order to remedy conditions resulting from encroachment onto parkland.

This policy shall not prevent individuals or groups from (1) performing community service activities on parkland including, but not limited to, the removal of invasive plants or the construction of trails; or (2) adopting a park. Approval of these community service activities require expressed written permission from the Director of the Park Authority.

**Policy 209 Protection of Lands and Facilities (continuation)**

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**Supporting Documentation:**

1. §1.15 Protection of Park Property, Park Authority Regulations  
[Links\Park Regulations.doc](#)
2. Encroachment  
Prevention <http://www.fairfaxcounty.gov/parks/resource-management/archives/encroachment.htm>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 210</b>	<b>Title:</b> Disposal of Land or Facilities
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008
<b>Objective:</b> Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.	

**Purpose:** Lands and facilities entrusted to the care of the Park Authority are a public trust, protected from threat of loss or encroachment. However, the Park Authority may dispose of property when it would best serve the public interest. When any such instance occurs, citizens are guaranteed the opportunity to express their opinions in a public hearing and the Authority is bound to consider them in arriving at a decision.

**Policy Statement:** The Authority may dispose of property under one or more of the following conditions:

1. Where an exchange of property would better serve the needs of the citizens concerned.
2. When land more suitable for the needs of the citizens who are being served by the property in question has been or can be acquired.
3. When another governmental agency could more appropriately administer the property.
4. When protective covenants could ensure the historic, scenic, conservation or other values that otherwise are protected by fee ownership.
5. When the disposal serves to further the mission of the Park Authority.

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### Supporting Documentation:

1. § 15.2-5704, Code of Virginia  
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+15.2-5704>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 211</b>	<b>Title:</b> Easements
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008
<b>Objective:</b> Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.	

**Purpose:** The Park Authority shall consider use of easements to obtain land rights for the protection and preservation of natural, cultural, horticultural resources and the provision recreational opportunities countywide. The Park Authority may consider requests for easements on park land for non-park uses, but each request shall be carefully evaluated to ensure that any impacts to sensitive resources and public recreational opportunities on park lands are avoided or minimized to the greatest extent feasible.

**Policy Statement:** Easements on non-park properties may be negotiated in order to protect sensitive resources, or to provide for public recreational opportunities when land acquisition is not an option.

The Park Authority shall consider requests for easements by outside parties for non-recreational uses of park lands under the following conditions:

1. Where the Park Authority has determined that the proposed facility is in the best interests of public stewardship,
2. When it has been determined that there is no feasible or prudent alternative to the use of parklands for the specified purpose,
3. Planning to minimize harm is included in the proposed project,
4. The easement is not restricted by deed or covenant,
5. The easement request is consistent with the provisions of the Fairfax County Comprehensive Plan.

The Park Authority shall require adequate compensation for the grant of easements on park land unless a prior agreement is already in place for the use of parklands for non-park purposes.

**Policy 211 Easements (continuation)**

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**References:**

1. Fairfax County Comprehensive Plan  
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/>

**Supporting Documentation:**

1. Agreement between the Fairfax County Board of Supervisors and the Fairfax County Park Authority  
[Links\Memorandum of Understanding.doc](#)



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 212</b>	<b>Title:</b> Stormwater Management
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008
<b>Objective:</b> Ensure the long-term protection, preservation and sustainability of natural, cultural and resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.	

**Purpose:** The Commonwealth of Virginia and Fairfax County maintain longstanding policies and regulations to improve surface water by treating stormwater runoff, preserving open space and stabilizing stream corridors. Stormwater projects constructed on parkland must be conducted in a manner that does not adversely affect the stewardship and recreation mission of the Park Authority.

**Policy Statement:** Requests for locating stormwater features on park land, as well as easements and restrictive covenants shall be evaluated to ensure that sensitive natural or cultural resources are not impacted and the Park Authority's ability to properly protect, manage or conduct research on such resources or develop park land is not restricted. The Park Authority will work in cooperation with the Department of Public Works and Environmental Services in providing stream restoration and innovative stormwater management projects that enhance water quality and stream conditions on park land.

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### Supporting Documentation:

1. United States Environmental Protection Agency, Clean Water Act of 1972  
[http://cfpub.epa.gov/npdes/cwa.cfm?program\\_id=45](http://cfpub.epa.gov/npdes/cwa.cfm?program_id=45)
2. Code of Virginia, Chesapeake Bay Preservation Act-  
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC1001000002100000000000>
3. Virginia Department of Conservation and Recreation Information on the Chesapeake Bay Preservation Act
4. Fairfax County, Chesapeake Bay Preservation Ordinance-  
<http://www.fairfaxcounty.gov/dpwes/environmental/cbay/>
5. Agreement between the Fairfax County Board of Supervisors and the Fairfax County Park Authority  
[Links\Memorandum of Understanding.doc](#)

**Policy 212 Stormwater Management (continuation)**

6. Fairfax County Municipal Separate Storm Sewer System (MS4) Permit  
<http://www.fairfaxcounty.gov/dpwes/stormwater/ms4permit.htm>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

### Objective 300

Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 301</b>	<b>Title:</b> Maintenance
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008
<b>Objective:</b> Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.	

**Purpose:** This policy states that the Park Authority shall establish standards for the maintenance of its parks and recreational facilities.

**Policy Statement:** The Park Authority shall establish standards for the maintenance of its parks and recreational facilities. The standards shall be applied consistently throughout the County. Should funds become inadequate to maintain the system according to the standards, the Park Authority shall consider a full range of management alternatives that may include revision of the standards or the closing of selected parks and facilities until adequate funding becomes available.

The Park Authority may partner with other public and private entities for the provision of maintenance of park and recreational facilities. Partners shall agree to meet or exceed the Park Authority Maintenance Standards.

The fiscal plans and annual budgets of the Park Authority shall reflect the provision of maintenance facilities, equipment and human resources so the Park Authority can meet its standards.

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### References:

1. Park Authority Maintenance Standards  
[Links\Maintenance Standards 2012.pdf](#)



# FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 302</b>	<b>Title:</b> Athletic Field Use
<b>Date Approved:</b> 5/22/2013	<b>Last reviewed:</b> 1/23/2013
<b>Objective:</b> Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.	

**Purpose:** This policy shall establish athletic field policies that will optimize the balance between use and protection of the facilities, and shall provide athletic fields for the use and enjoyment of all citizens.

**Policy Statement:** The Park Authority shall establish athletic field policies that will optimize the balance between use and protection of the facilities, and shall provide athletic fields for the use and enjoyment of all citizens.

A classification of all field types shall be established to reflect the development, usage and maintenance level of the fields. The scheduling of organized sport groups and the issuance of permits to those groups shall be performed under the guidelines provided by the Park Authority and the Fairfax County Board of Supervisors. Permit holders shall have first rights for the use of the fields to which they have been assigned. A field not being utilized by a permit holder can be used by others, including the "walk-on" public, as defined in Park Regulations.

Use periods of Park Authority Fields shall be limited as follows:

- Diamond Fields: After 4:00 PM on the last Friday in March to the end of the first full weekend\* in November.
- Rectangle Fields: After 4:00 PM on the last Friday in March to the end of the third full weekend\* in November.
- Synthetic Turf: Synthetic Turf Fields are available year-round.

\* A full weekend is one in which Saturday and Sunday are both in November.

The following exception is made to the above use periods:

Participants in the Full Adoption Adopt-A-Field program shall be exempt from this policy as defined in the provisions governing that program.

## Policy 302 Athletic Field Use (continuation)

Field closings shall be at the discretion of the Park Authority and for the purpose of maintenance, safety or any reason deemed appropriate for the management or protection of property.

The use of athletic field lighting is available for organized sports groups who have a permit to use a field during the period of time that the lights are being used, and is for games and practices only.

Temporary lighting systems shall meet the same development requirements as permanent lights, including identification in the master plan for the park and adherence to all lighting and noise ordinances. The lights shall present no hazard to park users, shall not pollute the environment and shall meet appropriate illumination standards. The Park Authority shall reserve the right to deny temporary lighting requests if it feels it is in the best interest of the Park Authority, park patrons or the surrounding community.

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### References:

- Park Regulation, 1.16-1 Athletic Field Use  
[Park Regulations.doc](#)



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 303</b>	<b>Title: Provision of Park and Recreation Facilities on School Grounds</b>
<b>Date Approved: 6/26/2013</b>	<b>Last reviewed: 3/26/2008</b>
<b>Objective:</b> Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.	

**Purpose:** To provide the Park Authority's policy on the development of park and recreation facilities on school property, or provision of financial support for such projects, where the Park Authority has identified a need for but cannot meet that need due to the unavailability of parkland suitable for development of the proposed facility within the designated service area.

**Policy Statement:** The Park Authority may consider development of park and recreation facilities on school property, or provision of financial support for such projects, where the Park Authority Projects will be considered based on the following general conditions:

1. Where the Fairfax County School Board administration has endorsed the project following applicable FCPS policies; and
2. Where the proposed project is consistent with the mission of the Park Authority; and
3. Where the proposed facility does not substitute for, or replace, required recreational equipment or facilities of a design or number typically supplied by the school administration; and
4. Where the Park Authority has secured a lease agreement for interim use of a school site; and
5. Where an established citizen group, business organization or school groups is willing to sponsor such facility development and has demonstrated strong citizen support for the proposed project; and
6. Where the optimum joint use of the property can be achieved through location of such facilities on school property.



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 304</b>	<b>Title: Memorials and Commemorations in Parks</b>
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008
<b>Objective:</b> Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.	

**Purpose:** Fairfax County Park Authority may accept memorials and commemorations that also serve to enhance existing parks and the utility of the park system. This might include park benches, native trees, playground equipment, or other features desired by the Park Authority.

**Policy Statement:** All memorials and commemorations shall be in compliance with the following:

1. Will be located at a park site that is mutually agreed upon by the donor and Fairfax County Park Authority;
2. Will be located on park land and become the property of the Fairfax County Park Authority;
3. Must conform with the park aesthetics and be consistent with the mission of the Fairfax County Park Authority;
4. May not reflect a political or religious statement and/or position;
5. All costs associated with the purchase and installation of the memorial or commemoration shall be paid by the donor, unless otherwise agreed upon by the Park Authority Board;
6. The maintenance of the memorial or commemoration shall be at the sole discretion and control of the Fairfax County Park Authority.

The Fairfax County Park Foundation accepts memorial or commemorative donations.

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### Supporting Documentation:

- See Bench and Tree Program information on the Park Foundation website <http://www.fairfaxparkfoundation.org/projects/benchtreetree.htm>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 305</b>	<b>Title:</b> User Fees
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008 9/23/2014 - updated
<b>Objective:</b> Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.	

**Purpose:** To define a policy for establishing, reviewing and approving fees for the use of Park Authority facilities programs and services.

**Policy Statement:** The Park Authority shall offer a broad range of facilities and services for the residents of Fairfax County. To support these facilities and services, the Park Authority generates funding for its operations by charging fees that supplement the appropriation from the County of Fairfax General Fund.

Basic facilities and services (such as open space, playgrounds and trails) appeal to a broad spectrum of the community and, therefore, are supported by General Fund tax dollars with no additional fees charged by the Park Authority. In instances where fees are charged for General Fund services (such as with the summer Rec-PAC program), the Park Authority administers these fees on behalf of the Fairfax County Board of Supervisors. These fees are approved as a part of the County's annual budget process, and revenue from these fees is posted directly to the County General Fund.

Services and facilities supported entirely, or in part, by the Park Authority's Park Revenue and Operating Fund may have fees designated and charged, as authorized under the Park Authorities Act, offering a mechanism to increase the availability of programs and services that the General Fund does not provide. In general, the benefits of these services are derived primarily by individual participants rather than the community as a whole.

The Park Authority administers two broad categories of fees in the Park Revenue and Operating Fund. Fees that appear in the Park Authority Fee Schedule (such as RECenter admissions, passes and rental fees, and golf greens fees), are approved by the Park Authority Board annually with input from the citizenry. Other fees that are programmatic or administrative in nature are approved by the Director. All revenue received from Park Revenue and Operating Fund fees is posted directly to the Park Revenue and Operating Fund.



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User fees for facilities and services funded entirely, or in part, by the Park Revenue and Operating Fund are established and maintained at levels which:

1. Can reasonably be expected to collectively produce revenue sufficient to recover all costs of the Park Revenue and Operating Fund and all other financial obligations as set forth in the financial management principles of the Park Authority's Financial Management Plan;
2. Are competitive with comparable facilities and services in the area;
3. Reflect relevant market, economic and financial considerations;
4. Attempt to balance the availability of facilities and services with their affordability;
5. Reflect the principle that, where feasible, comparatively small and regular fee increases are preferred over less frequent, larger increases;
6. Allow the Park Authority, where feasible, to build reserves to fund capitalized repair and maintenance of Park Revenue and Operating Fund facilities.

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### References:

1. Park Authorities Act (§ 15.2-5709).  
<http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+15.2-5709>
2. Park Authority Fee Schedule  
<http://www.fairfaxcounty.gov/parks/archives/fcpafeeschedule.pdf>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 306</b>	<b>Title: Signs and Displays</b>
<b>Date Approved: 6/26/2013</b>	<b>Last reviewed: 3/26/2008</b>
<b>Objective:</b> Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services while providing a diverse offering of programs and services in compliance with all applicable standards and good management practices.	

**Purpose:** This policy provides guidance in protecting the aesthetic qualities of parklands and facilities under its control or ownership.

**Policy Statement:** The Authority shall require a permit be obtained from the Authority prior to the placement of any sign or display on park property by any individual, group, organization, or government agency.

- Temporary signs, banners or flags (including religious displays or articles associated with a religious service, celebration, or activity) introduced by an entity other than the Park Authority to promote an event held in a Fairfax County park shall be in accordance with:
  - the areas expressly designated for such purposes and
  - the permit granted by the Park Authority for the time period specified
  - the responsibility of the entity for placement and removal per written agreement
- In keeping with the protection of the aesthetic qualities of parklands and facilities, advertisements shall be limited to Park Authority owned advertising programs or those with approved written agreements. (For example: Adopt-a-field Maintenance Agreement partners)
- Permanent signs recognizing an individual, group, organization or government agencies shall be consistent with existing Park Authority sign materials and design, or local, state or federal adopted standard and when possible, shall be incorporated into existing sign structures.
- Signage for joint ventures and privatized development on parkland shall require a Park Authority Board approved written agreement.

## Policy 306 Signs and Displays (continuation)

### Supporting Documentation:

1. Department of Planning and Zoning Regulations- Article 12 Signs  
<http://www.fairfaxcounty.gov/dpz/zoningordinance/articles/art12.pdf>
2. Park Authority Regulations 1.20 Signs, 1.02 Business Activities, soliciting and Advertising page A-32  
<http://www.fairfaxcounty.gov/parks/parkpolicy/park-Policy-Manual.pdf>
3. Park Operations Signs Standards  
[Links\Sign Standards Compiled.ppt](#)
4. Park Authority annual memorandum from the Public Information Office regarding 1<sup>st</sup> Amendment Activities in Parks.  
[Links\First Amendment issue memorandum 90512.msg.pdf](#)



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 307</b>	<b>Title:</b> Sponsorship
<b>Date Approved:</b> 6/22/2016	<b>Last reviewed:</b> N/A
<b>Objective:</b> Implement FCPA Policy on Sponsorships	

**Purpose:** To establish guidelines that govern the approval of sponsorship agreements involving Park Authority assets.

**Policy Statement:** It is the policy of the Park Authority to actively seek sponsorships from corporations, nonprofit organizations and other entities for its events, programs, facilities, parks and planned facility improvements. The purpose of such sponsorships is to create mutually beneficial partnerships that help the Park Authority to achieve the following objectives:

1. generate revenue streams to support the Park Authority in furthering its mission;
2. expand or improve Park Authority service delivery;
3. encourage and enhance the public's use and enjoyment of the FCPA system;
4. establish partnerships which promote and elevate the Park Authority's brand and create relevant, authentic and compelling associations.

### Distinction between Sponsorships and Donations or Partnerships

This policy relates only to sponsorship and not to other fundraising, donations, or partnership activities, which are addressed by Policy 406 Fundraising and Policy 407 Partnerships respectively. For purposes of this policy, a sponsorship is a mutually beneficial exchange between the Park Authority and the sponsoring entity where the sponsor contributes cash or in-kind products and services in exchange for benefits of commensurate value that help it achieve marketing objectives. Donations may be designated for a purpose, but are without detailed restrictions or expected benefits in exchange for the gifting of financial or in-kind resources. Partnerships may confer a benefit on the partnering entity, but do not necessarily aid in achieving marketing objectives.

### General Guidelines for Sponsorships

Acceptable sponsorships must meet the following criteria:

1. All sponsorships must be compatible with the Park Authority mission.
2. Sponsorship benefits will not impact the park users' experience or overly commercialize the park environment. Sponsorship benefits will comply with Park Authority design standards, facility aesthetics and visitor experience in the setting in which they are placed.



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3. Sponsorships benefits provided by the Park Authority will not exceed the value of sponsorship benefits received.
4. Sponsorships cannot be made conditional on Park Authority performance outcomes.

The following types of sponsors/sponsorships are not acceptable.

1. Political candidates, political parties or other entities whose primary purpose in engaging in sponsorship is non-commercial speech.
2. Tobacco products.
3. Alcoholic beverages, except where approved by the Park Authority Board.
4. Sexually explicit materials or businesses and other goods/businesses/services inappropriate for promotion to a family audience.
5. Entities that practice or promote discrimination on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status.
6. Entities that promote practices that if they took place in the county would violate U.S. or state law.
7. Any other sponsor inconsistent with the mission of the Park Authority or Fairfax County Government.

### General Provisions for Sponsor Recognition

1. Sponsorship benefits will be provided pursuant to a Sponsorship Agreement between the Park Authority and the Sponsor.
2. The Park Authority will work with the Sponsor in creating the sponsorship benefits. The Park Authority retains final approval over the content, placement, appearance, and wording of all benefits provided to sponsors. Any physical form of on-site recognition will be done in a way that minimizes impacts on the park user's experience and park operations.
3. The Park Authority must approve in writing the use of its logos and all other marketing associations by Sponsors for their use. All such uses by the Sponsor



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

must be associated with the specific sponsorship and are prohibited for any other use.

4. Sponsorship does not imply endorsement of the sponsor or its goods or services by the Park Authority or the County.
5. A sponsorship agreement shall not confer on any sponsoring entity an enforceable right, entitlement, or other property interest of any sort relating to the use, possession or control of any Park Authority assets, except as to a limited and non-exclusive right to use Park Authority logos/marketing associations or other intellectual property which may be authorized in the sponsorship agreement.
6. A sponsorship agreement shall not confer on any sponsoring entity the power to direct or control management and operation of any Park Authority facility or program or otherwise limit the discretion to operate a Park Authority facility or program in a manner that comports with applicable laws, best practices or the Park Authority's best interests.

### Administration and Approval

The process for obtaining sponsorships shall be administered by the Fairfax County Park Authority in coordination with Park Foundation staff. The Park Authority is authorized to enter into negotiation with prospective sponsors for park assets deemed eligible by agreement of the Park Authority and Park Foundation.

Sponsorships shall require an approved sponsorship agreement that contains the following:

1. Details of the exchange of benefits, including a description of all fees, products, services, in-kind services or other benefits provided to the Park Authority by the sponsor, and all marketing rights and benefits provided by the Park Authority to the sponsor.
2. Term of the agreement and termination provisions.
3. Signatures by authorized representatives of the Park Authority and the sponsor.

The level of approval required for sponsorship agreements is based on the amount and complexity of benefits exchanged. Approval includes evaluation by legal counsel of the sponsorship agreement for compliance with applicable federal and state tax laws. Park Authority Board approval is required for sponsorships in which the Park Authority receives benefits valued at \$100,000 or greater. Sponsorships with a value under \$100,000 are approved by the Park Authority Director or designee.



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

### Naming Rights

Temporary naming rights may be conferred as one form of a sponsorship benefit for events, programs, parks, buildings (existing or planned) or facilities (existing or planned). Naming rights granted for events or programs are a short-term benefit, existing only for the duration of the program, while naming rights for parks, buildings or facilities are of longer duration. This section of the policy provides the following additional guidance for temporary naming rights granted as a sponsorship benefit for parks, buildings or facilities.

1. A temporary naming right may be granted for parks, buildings or facilities provided the fiscal benefit derived by the Park Authority is commensurate with the value of the specific park asset involved.
2. All naming rights agreements for parks, buildings or facilities must be approved by the Park Authority Board.
3. The duration of temporary naming rights for parks, buildings or facilities shall not be less than five years.
4. Names assigned to parks, buildings or facilities under a temporary naming right agreement should normally be the shortest name possible, and should incorporate the current Park Authority recorded name.

### Terminating Sponsorships

The Park Authority reserves the right to terminate an existing sponsorship agreement should conditions arise during the term of the sponsorship that result in it conflicting with this policy or if that sponsorship no longer supports the best interests of the Park Authority. A decision to terminate shall be made by the Director or the Park Authority Board in accordance with the approval levels described in this policy, in consultation with the County Attorney.

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### **References:**

Policy 407 Partnerships  
Policy 406 Fundraising



## **FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL**

### **Objective 400**

Administer the Park Authority within its funding and procedural capabilities in accordance with the needs of our residents, and ensure a highly trained staff and volunteer workforce.



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 401</b>	<b>Title:</b> Safety and Property Security
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008
<b>Objective:</b> Administer the Park Authority within its funding and procedural capabilities in accordance with the needs of our residents, and ensure a highly trained staff and volunteer workforce.	

**Purpose:** The purpose of this policy is to ensure the Fairfax County Park Authority's mission is achieved without compromising the safety of its employees or the public

**Policy Statement:** The Park Authority is guided by the Fairfax County Security Program to ensure that its mission is achieved without compromising the safety of its employees or the public. The Park Authority shall protect and preserve its work force against injury and its assets against loss that could impair the Park Authority's ability to provide services to its customers.

The Park Authority shall institute practical measures to eliminate or minimize injury to employees and customers; create an awareness of hazards in the workplace; foster skills and knowledge related to safety management; and encourage employees to report and correct hazards.

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### References:

1. Fairfax County Security Program  
[Links\2530-CountySecurityProgram.pdf](#)

### Supporting Documentation:

1. Fairfax Count Park Authority Safety Manual  
[Links\safety-risk-management-manual.pdf](#)



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 402</b>	<b>Title: Indemnification of Officers and Employees, and Insurance Coverage for Volunteers.</b>
<b>Date Approved: 6/26/2013</b>	<b>Last reviewed: 3/26/2008</b>
<b>Objective:</b> Administer the Park Authority within its funding and procedural capabilities in accordance with the needs of our residents, and ensure a highly trained staff and volunteer workforce.	

**Purpose:** To outline and describe indemnification of Officers and Employees and Insurance Coverage for Volunteers.

### **Policy Statement:**

The defense of governmental immunity does not necessarily insulate Park Authority officers, employees, and volunteers from civil judgments rendered against them in their individual capacities.

Park Authority officers, employees, and volunteers may be liable for the payment of civil judgments arising out of actions which they took in furtherance of the Park Authority's interest and in their scope of their official duties.

It is in the interest of the Park Authority to protect its officers, employees, and volunteers from such civil judgments, and to remove the threat of having to pay such judgments from its officers, employees and volunteers.

Certain liability claims and suits filed against the Park Authority, its officers, employees, and volunteers may not fall within the scope of coverage afforded by policies of insurance currently in effect.

The Park Authority desires to provide legal defense for and indemnification of its officers and employees, and insurance coverage for volunteers.

1. For the purpose of this policy the terms "Park Authority officers and employees" shall include Board members, officers, and all employees of the Fairfax County Park Authority. The terms "Park Authority officers and employees" and "officers and employees" shall include Board members. The term "volunteer" includes Park Authority volunteers who are working at the direction of the Park Authority, some of whom are working under volunteer agreements.
2. The Park Authority shall provide legal counsel to represent, without charge, Park Authority officers and employees with respect to any claim or cause of action arising from the conduct of such officers or employee in the discharge of their

**Policy 402 Indemnification of Officers and Employees, and Insurance  
Coverage for Volunteers (continuation)**

official duties as officials or employees of the Fairfax County Park Authority. Said conduct is hereby deemed to include administrative and professional malpractice, as well as acts committed or alleged to have been committed that result or are alleged to result in deprivations of rights, privileges, and immunities guaranteed by the United States or Virginia Constitution, or by any statute affording a cause of action for damages or injunctive relief.

3. Park Authority volunteers shall be provided coverage and legal representation pursuant to the terms of the Fairfax County, Virginia, Volunteer Insurance Policy.
4. Pursuant to the Memorandum of Understanding between the Fairfax County Board of Supervisors and Fairfax County Park Authority dated October 17, 1991, the Fairfax County Park Authority shall use the legal services of the County Attorney's Office unless the Park Authority and the County Attorney believes that (a) the service needed is non-routine and time critical which could not be met by the County Attorney's Office or (b) that a conflict of interest may exist.
5. In the event of a real or potential conflict of interest involving the County Attorney's representation of the Park Authority or any of its officers or employees, on any claim, lawsuit or combination of claims or lawsuits; and in the event that any such conflicts of interest or other ethical considerations might impede effective representation and legal defense by the County Attorney, the Park Authority will proceed to select counsel from an approved list submitted by the County Attorney.
6. All officers and employees who become legally obligated to pay any claims, including but not limited to settlements, suits, satisfactions of judgment, costs or awards of attorney's fees, arising from the conduct of said officers or employees in the discharge of their duties, shall only be entitled to indemnification therefore where the claim shall have been determined by the Director of the Park Authority, upon the recommendation of the County Attorney, to have resulted from actions which:
  - A. Were done in good faith; and
  - B. Were done in a reasonable belief that such activities were in the best interest of the Park Authority and in the furtherance of the official policies of the Park Authority, and
  - C. Were within the scope of authority of the person so acting; and
  - D. Were within the course of employment of the person so acting: and

**Policy 402 Indemnification of Officers and Employees, and Insurance  
Coverage for Volunteers (continuation)**

E. Were not willful, malicious or wanton.

The determination of the Director as to whether the conduct of any such officer or employee satisfies the requirements of subsection A - E shall be final.

7. The Director of the Fairfax County Park Authority or his designee is authorized to continue in effect liability insurance policies for Park Authority officers, employees, and volunteers with legal defense of claims thereunder to be provided in accordance with the terms of the policies of insurance. The County Attorney shall represent Park Authority officers, employees and volunteers to the extent deemed necessary by him to supplement legal counsel provided under said liability insurance policies. Nothing contained in this policy shall be construed to abrogate or waive any defense of governmental immunity on behalf of the Fairfax County Park Authority, or of its officers, employees or volunteers.
8. In no event shall legal fees paid on behalf of Park Authority officers, employees, or volunteers, or legal counsel be provided by the County Attorney for the defense of acts alleged to have been committed by Park Authority officers, employees, or volunteers in violation of criminal laws, nor shall any fines or penalties imposed by criminal conduct be reimbursed by the Park Authority.
9. Claims filed against the Park Authority, its officers or employees shall be handled by the County's Risk Management Division.

Nothing contained in this policy shall be construed to abrogate or waive any defense of governmental immunity on behalf of the Fairfax County Park Authority, or of its officers, employees, or volunteers.

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## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 403</b>	<b>Title:</b> Communication with Citizens
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008
<b>Objective:</b> Administer the Park Authority within its funding and procedural capabilities in accordance with the needs of our residents, and ensure a highly trained staff and volunteer workforce.	

**Purpose:** This policy clarifies the role of Park Authority Board members relative to communication and differentiates communication roles between Board members and Park Authority staff. This policy also commits the Park Authority to open and transparent processes, community engagement, informing and educating local constituencies and the timely utilization of appropriate means and technologies that facilitate effective two-way communication.

**Policy Statement:** The Fairfax County Park Authority shall communicate with citizens and stakeholders in order to inform and engage the general public regarding issues of interest related to the Fairfax County Park Authority and its operations, facilities, planning and programs. Public engagement shall be encouraged and facilitated. Expression of the public's opinion as well as advice from other public agencies shall be encouraged.

Park Authority Board members are empowered to advocate and inform constituents through contact with the public. Conversely, while staff may inform, educate and engage, they may not advocate.

Park Authority staff shall employ a host of communication platforms and work closely with the media and other venues to ensure an effective outreach program exists and promulgate transparency in all public processes.

A clear distinction shall be made between a public comment meeting that does not require a Park Board quorum and a public hearing that requires a Park Authority Board quorum and is regulated by state code. Notification of public hearings for the disposal of land or facilities, condemnation, or the use of eminent domain shall follow all procedures and rules as defined by the Park Authority and developed in compliance with the Code of Virginia Title Section 15.2-2204.

The Park Authority Board shall follow all applicable rules and regulations, county, state and federal mandates pertaining to open meetings, public access, the conduct of executive sessions, board governance and process and ADA accessibility. All public notices shall comply with the aforementioned laws and regulations.

## Policy 403 Communication with Citizens (continuation)

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### References:

1. Americans with Disabilities Act  
<http://www.ada.gov/>
2. Virginia Freedom of Information Act  
<http://foiacouncil.dls.virginia.gov/2011Law.pdf>
3. Virginia Open Meetings Law  
<http://foiacouncil.dls.virginia.gov/ref/meetingshandout2011.pdf>
4. Fairfax County Park Authority Bylaws  
<http://www.fairfaxcounty.gov/parks/parkpolicy/park-Policy-Manual.pdf>

### Supporting Documentation:

1. Virginia Freedom of Information Act  
<http://foiacouncil.dls.virginia.gov/2011Law.pdf>
2. Roberts Rules of Order  
<http://www.rulesonline.com/>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 404</b>	<b>Title:</b> Standards of Conduct
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008
<b>Objective 400:</b> Administer the Park Authority within its funding and procedural capabilities in accordance with the needs of our residents, and ensure a highly trained staff and volunteer workforce.	

**Purpose:** This policy establishes the standards of conduct for Park Authority Board members and prescribes procedures for determining and addressing violations.

**Policy Statement:** Board members and employees shall adhere to the highest ethical standards and to all laws and regulations in the performance of their duties. Board members and employees shall avoid actual or perceived conflicts of interest in their responsibilities to the public.

Employees are governed by the code of ethics, standards of conduct, and related administrative procedures detailed in the Fairfax County Merit System Ordinance and Personnel Regulations.

This policy provides standards of conduct for Board members. The provisions herein are not to be construed or applied in a manner contrary to applicable laws of the Commonwealth of Virginia.

The Board shall:

1. Be responsible for the effective operations of the Authority by the establishment of policies and procedures that direct the activities of staff.
2. Hold the Director responsible for his or her conduct and the conduct of the Authority's business.
3. Base decisions upon available factual information and vote with honest conviction, unaffected by any bias.
4. Abide by majority decisions of the Board.
5. Remember that individual Board members have no authority outside the decision of a majority of the Board.
6. Avoid in appearance or in fact the use of their position to benefit themselves or any individual, organization or entity, apart from the total welfare of the Authority.

## Policy 404 Standards of Conduct (continuation)

7. Disclose any financial or other private interest in any matter coming before the Board, and excuse themselves from participation in or voting on such matters.
8. Not accept directly or indirectly any gift, favor, loan, retainer, entertainment, compensation or other things of value that may conflict with the performance of official duties. A conflict shall be deemed to exist where a reasonable and prudent person would perceive that the acceptance might influence an official action or judgment.
9. Not reveal the deliberations of the Board in executive session or any other information acquired in the course of official duties when the deliberations or information are not available as a matter of public knowledge or record.
10. Not interfere either directly or indirectly with the day-to-day management of the Authority, either by issuing operational directives to staff or by using the influence or prestige of Board membership to affect operational matters.

**Violations of the Standards of Conduct.** Violations of the standards of conduct by a Board member shall be immediately forwarded to the Board's Executive Committee. The Executive Committee shall advise the affected Board member that a complaint has been lodged and is being investigated by the Committee, and then meet to consider the alleged violation, interview complainants and review related documents. If additional information is needed, the Committee shall investigate with the assistance of other Board members, staff or other resources as the Committee may deem appropriate.

If, after the collection of all relevant and available information, the Executive Committee finds reasons to believe a violation has occurred, it shall bring the matter to the Board in Executive Session. The affected Board member shall be afforded an opportunity to present any and all information the Board member believes is pertinent to support his or her position.

The Board shall determine whether a violation has occurred and, if so, shall take corrective action. Board action may include a warning to the member, a vote of censure, official sanctions, and/or referral to the Commonwealth Attorney or County Attorney.

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### Supporting Documentation:

1. Memorandum of Understanding with the Board of Supervisors  
[Links\Memorandum of Understanding.doc](#)



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 405</b>	<b>Title: Revenue Funds Fiscal Planning</b>
<b>Date Approved: 7/23/2014</b>	<b>Last reviewed: 6/26/2013</b>
<b>Objective:</b> Administer the Park Authority with its funding and procedural capabilities in accordance with the needs of our residents, and ensure a highly trained staff and volunteer workforce.	

**Purpose:** This policy provides the fundamental information and guidance related to the Park Authority Board's fiduciary responsibility for the oversight of the operating Trust Funds to include the Park Authority's Revenue and Operating Fund 80000 and Park Improvement Fund 80300.

**Policy Statement:** The Authority shall ensure that budgeting and financial reporting procedures conform to the procedures used by the County, in accordance with the Memorandum of Understanding between the Board of Supervisors and the Park Authority. The Park Authority Board has fiduciary responsibility under the law to charge fees, appropriate, manage and expend operating revenue funds. These two revenue funds have Bond Indenture requirements and Generally Accepted Accounting Principles (GAAP) obligations that must be sustained. The Financial Management Principles provide the Board the basis for policy decisions affecting these Funds. The Park Authority's financial and business management strategies are outlined in a series of interrelated plans that are reviewed annually and typically utilize a minimum of three years.

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### References:

1. Memorandum of Understanding with the Board of Supervisors  
[Links\Memorandum of Understanding.doc](#)

### Supporting Documentation:

1. Park Authorities Act (15.2-5710) pages A1 – A12,  
<http://www.fairfaxcounty.gov/parks/parkpolicy/FCPAPolicyManual.pdf>
2. Financial Management Principles – Park Revenue Funds – with the FY 2012-FY2014 Financial Management Plan  
<http://www.fairfaxcounty.gov/parks/archives/091411amb-pkg.pdf>
2. Fairfax County Park Authority Financial Sustainability Plan, Action – 3,  
<http://www.fairfaxcounty.gov/parks/archives/12-14-11-pkg.pdf>



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy 406</b>	<b>Title: Fundraising</b>
<b>Date Approved:</b> 6/26/2013	<b>Last reviewed:</b> 03/26/2008
<b>Objective:</b> Administer the Park Authority within its funding and procedural capabilities in accordance with the needs of our residents, and ensure a highly trained staff and volunteer workforce.	

**Purpose:** This policy provides fundraising guidance performed by multiple sources to enhance the Park Authority's resources that shall supplement the Agency's annual tax base appropriation and revenue fund resources.

**Policy Statement:** The Park Authority shall pursue all available sources of funding to implement its mission and strategic objectives which expand resources and available services to the citizens of the County. Contributions may be received through monetary gifts, grants, appreciated stocks and bonds, bequests and other planned giving vehicles. It may also include but not be limited to in-kind donations of goods or services and/or the dedication of property.

The Park Foundation, a 501(c) 3 corporation, is the primary fundraising entity for the Park Authority. It is charged to support the Park Authority by raising private funds, obtaining grants and creating partnerships that supplement tax dollars to meet our community's needs for park land, facilities and services.

Fundraising outreach of voluntary contributions may be from individuals, organizations, and federal, state and/or local government entities.

The Park Authority shall actively encourage the establishment of Friends Groups, trusts, non-profit groups and other entities for the purpose of assisting the Authority in accomplishing its fundraising objectives.

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### Supporting Documentation:

1. Park Foundation bylaws link  
[Links/BylawsFinal10 11 06FairfaxCoParkFound.doc.pdf](#)



## FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<b>Policy: 407</b>	<b>Title:</b> Partnerships
<b>Date Approved/Revised:</b> 6/26/2013	<b>Last reviewed:</b> 3/26/2008
<b>Objective:</b> Plan and develop a balanced park system that includes a variety of land, park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

**Purpose:** Park Authority shall pursue opportunities to partner with other public and private entities that are mutually beneficial and enhance facilities, programs, services and activities that support the Park Authority's mission and are consistent with the values, vision, strategic priorities and resource limitations of the Authority.

**Policy Statement:** The Park Authority shall:

1. Seek partnering opportunities to enhance service delivery to the community.
2. Seek partnering opportunities to provide new park facilities and enhance or maintain existing park facilities.
3. Seek to extend public investment in parkland acquisition, park development and stewardship through public/private mechanisms and other appropriate means.
4. Comply with the Fairfax County Purchasing Resolution, The Virginia Public-Private Education Facilities and Infrastructure Act of 2002 and other Fairfax County, State, and Federal laws and regulations as applicable.
5. Ensure the financial capabilities of prospective partners are commensurate with the proposed partnership and that the public benefits of the partnership are likely to result in a significant and measurable outcome in relation to potential public costs.
6. Execute written agreements with its partners documenting the responsibilities, terms and conditions of the partnership as appropriate.

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### References:

1. The Virginia Public-Private Education Facilities and Infrastructure Act of 2002  
<http://www.fairfaxcounty.gov/dpsm/docs/ppea.pdf>
2. Fairfax County Purchasing Resolution  
<http://www.fairfaxcounty.gov/dpsm/purchres.pdf>

**Appendix 1 Park Authorities Act**

**Title 15.2**

**Counties, Cities and Towns**

**Subtitle I**

**General Provisions; Chapters; Other Forms and Organization of Counties**

**Chapter 57 Park Authorities Act**

**§15.2-5700 - 15.2-5714**

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**Effective March 2008**

***Appendix 1 Park Authorities Act (continuation)***

§ 15.2-5700. Short title: application.

This chapter shall be known and may be cited as the "Park Authorities Act." The chapter shall apply to all localities of the Commonwealth.

§ 15.2-5701. Definitions.

As used in this chapter, the following words and terms shall mean unless the context shall indicate otherwise:

"Authority" means an authority created under the provisions of § 15.2-5702 or, if any such authority shall be abolished, the entity succeeding to the principal functions thereof.

"Federal agency" means the United States of America and any department or bureau thereof, and any other agency or instrumentality of the United States of America heretofore established or which may be established hereafter.

"Park" means public parks and recreation areas as the terms are generally used.

§ 15.2-5702. Creation of authorities.

A. A locality may by ordinance or resolution, or two or more localities may by concurrent ordinances or resolutions, signify their intention to create a park authority, under an appropriate name and title, containing the word "authority" which shall be a body politic and corporate.

Whenever an authority has been incorporated by two or more localities, any one or more of the localities may withdraw therefrom, but no locality shall be permitted to withdraw from any authority that has outstanding obligations unless United States securities have been deposited for their payment or without unanimous consent of all holders of the outstanding obligations.

Other localities may join the authority as provided in the ordinances or resolutions.

B. Each ordinance or resolution shall include articles of incorporation setting forth:

1. The name of the authority and the address of its principal office.
2. The name of each incorporating locality, together with the names, addresses and terms of office of the first members of the board of the authority.
3. The purpose or purposes for which the authority is created.

C. Each participating locality shall cause to be published at least one time in a newspaper of general circulation in its locality, a copy of the ordinance or resolution together with a notice stating that on a day certain, not less than ten days after publication of the notice, a public

***Appendix 1 Park Authorities Act (continuation)***

hearing will be held on such ordinance or resolution. If at the hearing substantial opposition to the proposed park authority is heard, the members of the participating localities' governing bodies may in their discretion call for a referendum on the question of establishing such an authority. The request for a referendum shall be initiated by resolution of the governing body and filed with the clerk of the circuit court for the locality. The court shall order the referendum as provided for in §24.2-681 et seq. Where two or more localities are participating in the formation of an authority the referendum, if any be ordered, shall be held on the same date in all such localities so participating. In any event if ten percent of the registered voters in such locality file a petition with the governing body at the hearing calling for a referendum such governing body shall request a referendum as herein provided.

D. Having specified the initial plan of organization of the authority, and having initiated the program, the localities organizing such authority may, from time to time, by subsequent ordinance or resolution, after public hearing, and with or without referendum, specify further parks to be acquired and maintained by the authority, and no other parks shall be acquired or maintained by the authority than those so specified. However, if the governing bodies of the localities fail to specify any project or projects to be undertaken, and if the governing bodies do not disapprove any project or projects proposed by the authority, then the authority shall be deemed to have all the powers granted by this chapter.

§15.2-5703. Members of authority; appointment, terms, compensation, etc.; officers, quorum.

Each authority created hereunder, whether created by single or multiple localities, shall be governed by a board of not less than six members, but always an even number, appointed by the governing body of the locality. The board members shall be appointed for staggered four-year terms. Members of the governing body may be appointed to the board but shall not comprise a majority thereon.

When an authority is created by participating localities, each shall appoint at least two members, one of whom may be a member of the governing body. One-half of the members first appointed by each governing body shall serve for two years and one-half shall serve for four years. When one or more additional localities join an existing authority, each of such participating localities shall have not less than two members on the authority's board. The first members shall be appointed immediately upon the admission of the locality into the authority in the same manner as were the first members of the authority.

The members of the board of the authority shall elect one of their number chairman and shall elect a secretary and a treasurer who need not be members of the board of the authority. The offices of secretary and treasurer may be combined. A majority of the members of the authority shall constitute a quorum and the vote of a majority of such quorum shall be necessary for any action taken by the authority. No vacancy in the membership of the board of the authority shall impair the right of a quorum to exercise all the rights and perform all the duties of the authority.

***Appendix 1 Park Authorities Act (continuation)***

Localities which created or thereafter joined the authority, by ordinance or resolution or concurrent ordinances or resolutions, may provide for the payment of compensation to the members of the authority; provided no compensation shall be paid for meetings not attended and for the reimbursement to each member of the authority the amount of his actual expenses necessarily incurred in the performance of that member's duties.

§15.2-5704. Powers of authority.

Each authority shall be deemed to be performing essential governmental functions providing for the public health and welfare, and is authorized and empowered:

1. To have existence for such term of years as specified by the participating localities;
2. To adopt bylaws for the regulation of its affairs and the conduct of its business;
3. To adopt an official seal and alter the same at pleasure;
4. To maintain an office at such place or places as it may designate;
5. To sue and be sued;
6. To acquire, purchase, lease as lessee, construct, reconstruct, improve, extend, operate and maintain parks within, or partly within and partly outside, one or more of the participating localities; to acquire by gift, purchase or the exercise of the right of eminent domain lands or rights in land or water rights in connection therewith; and to sell, lease as lessor, transfer or dispose of any property or interest therein acquired by it; however, the power of eminent domain shall not extend beyond the geographical limits of the localities composing the authority.
7. To regulate the uses of all lands and facilities under control of the authority;
8. To issue revenue bonds and revenue refunding bonds of the authority, such bonds to be payable solely from revenues derived from the use of the facilities or the furnishing of park services;
9. To accept grants and gifts from the localities forming or thereafter joining the authority, the Commonwealth, the federal government or any other governmental bodies or political subdivisions, and from any other person;
10. To enter into contracts with the federal government, the Commonwealth, any political subdivision, or any agency or instrumentality thereof, or with any other person providing for or relating to the furnishing of park services or facilities;
11. To contract with any municipality, county, person or any public authority or political subdivision of this or any adjoining state, on such terms as the authority shall deem proper, for

***Appendix 1 Park Authorities Act (continuation)***

the construction, operation and maintenance of any park which is partly in this Commonwealth and partly in such adjoining state;

12. To exercise the same rights for acquiring property for the construction or improvement, maintenance or operation of a park as the locality or localities by which such authority is created may exercise. The governing body of any participating locality, notwithstanding any contrary provision of law, general or special, is authorized and empowered to transfer jurisdiction over, to lease, lend, grant or convey to the authority, upon the request of the authority, upon such terms and conditions as the governing body of such locality may agree with the authority as reasonable and fair, real or personal property as may be necessary or desirable in connection with the acquisition, construction, improvement, operation or maintenance of a park, including public roads and other property already devoted to public use. Agreements may be entered into by the authority with the Commonwealth, or any agency acting on behalf of the Commonwealth, for the acquisition of any lands or property, owned or controlled by the Commonwealth, for the purposes of construction or improvement, maintenance or operation of a park;

13. In the event of annexation by a municipality not a member of the authority of lands, areas, or territory served by the authority, then such authority may continue to do business, exercise its jurisdiction over properties and facilities in and upon or over such lands, areas or territory as long as any bonds or indebtedness remain outstanding or unpaid, or any contracts or other obligations remain in force;

14. To make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under this chapter, including a trust agreement or trust agreements securing any revenue bonds or revenue refunding bonds issued hereunder;

15. To do all acts and things necessary or convenient to carry out the powers granted by this chapter;

16. To borrow, at such rates of interest as the law authorizes, from the federal government or any agency thereof, individuals, partnerships, or private or municipal corporations, for the purpose of acquiring parklands and improvements thereon; to issue its notes, bonds or other obligations; to secure such obligations by mortgage or pledge of the property and improvements being acquired and the income derived therefrom; and to use any revenues and other income of the authority for payment of interest and retirement of principal of such obligations provided that prior approval of the governing body of the locality shall be obtained by an authority that was created by a single locality. Any locality which has formed or joined an authority may lend money to the authority. The power to borrow set forth in this subdivision shall be in addition to the power to issue revenue bonds and revenue refunding bonds set forth in subdivision (h) of this section and § 15.2-5712. Notes, bonds or other obligations issued under this subdivision shall not be deemed to constitute a debt of the Commonwealth or of any political subdivision of the Commonwealth or a pledge of the faith and credit of the Commonwealth or of any political subdivision of the Commonwealth; and

***Appendix 1 Park Authorities Act (continuation)***

17. To adopt such rules and regulations from time to time, not in conflict with the laws of this commonwealth, concerning the use of properties under its control as will tend to the protection of such property and the public thereon. No such rule or regulation shall be adopted until after descriptive notice of any intention to propose such rule or regulation for passage has been published in accordance with the procedures required for the adoption of general county ordinances and emergency county ordinances as set forth in § 15.2-1427, mutatis mutandis. The full text of any proposed rule or regulation shall be available for public inspection and copying during regular office hours of the authority at a place designated in the published notice.

§ 15.2-5705. Violation of rules and regulations.

Any violation of any such rule and regulation adopted pursuant to provision 17 of § 15.2-5704 shall constitute a Class 4 misdemeanor.

§ 15.2 -5706. Appointment of special conservators of the peace.

The chairman of the board of any authority created pursuant to the provisions of this chapter may apply to the circuit court for any locality for the appointment of one or more special conservators of the peace under procedures specified by § 19.2-13. Any such special conservator of the peace shall have, within the lands and facilities controlled by such authority, the powers, functions, duties, responsibilities and authority of any other conservator of the peace.

§ 15.2-5707. Recordation of conveyances of real estate to park authorities.

No deed purporting to convey real estate to a park authority shall be recorded unless accepted by a person authorized to act on behalf of the park authority, which acceptance shall appear on the face thereof.

§ 15.2-5708. Exemption from taxation.

No authority shall be required to pay any taxes or assessments upon any park acquired and constructed by it under the provisions of this chapter.

§ 15.2-5709. Rates and charges.

The authority is hereby authorized to fix and revise from time to time rates, fees and other charges for the use of and for the services furnished or to be furnished by any park.

§ 15.2-5710. Funds.

All moneys received pursuant to the powers granted in this chapter shall be held and applied solely as provided in this chapter. The authority shall provide that any officer or any fiscal agent to which such moneys shall be paid shall hold and apply the same for the purposes hereof, subject to such regulations as the authority may provide.

**Appendix 1 Park Authorities Act (continuation)**

§ 15.2-5711. Conveyance or lease of park to authority; contract for park services; when referendum required before certain contracts made.

Each locality and other public body is hereby authorized and empowered:

1. To convey or lease to any authority created hereunder, with or without consideration, any park upon such terms and conditions as the governing body thereof shall determine to be for the best interests of such locality or other public body; and

2. To contract with any authority created hereunder for park services; provided that no locality shall enter into any contract with an authority involving payments by such locality to such authority for park services which requires the locality to incur an indebtedness extending beyond one fiscal year, unless the question of entering into such contract shall first be submitted to the voters of the locality for approval or rejection by a majority vote. Nothing herein shall prevent any locality from making a voluntary contribution to any authority.

In the event that a locality shall desire to contract with an authority under this subdivision, such governing body shall adopt a resolution stating in brief and general terms the substance of the proposed contract for park services and requesting the circuit court for the locality to order an election upon the question of entering into such contract. A copy of such resolution, certified by the clerk of the governing body, shall be filed with the judge of the circuit court who shall thereupon enter an order in accordance with § 24.2-681 et seq. Note of such election entered and paid for by the locality shall be published at least once in a newspaper of general circulation in the locality at least ten days before the election.

The question to be submitted to the voters for determination shall include the names of the locality and the authority between whom the contract is proposed and the nature, duration and cost of such contract.

§ 15.2-5712. Revenue bonds.

Each authority is authorized to issue, at one time or from time to time, revenue bonds of the authority for the purpose of acquiring, purchasing, constructing, reconstructing, improving or extending parks and acquiring necessary land or equipment therefor, and revenue refunding bonds of the authority for the purpose of refunding any revenue bonds outstanding. The bonds of each issue shall be dated, shall mature at such times not exceeding forty years from their date or dates and shall bear interest at such rate or rates as authorized by law, as may be determined by the authority. Bonds may be made redeemable before maturity, at the option of the authority at such price or prices and under such terms and conditions as may be fixed by the authority prior to the issuance of the bonds. The authority shall determine the form of the bonds, including any interest coupons to be attached thereto, and the manner of execution of the bonds, and shall fix the denomination or denominations of the bonds and the place or places of payment of principal and interest, which may be at any bank or trust company within or outside the commonwealth. In case any officer whose signature or a facsimile of whose signature shall appear on any bonds or coupons shall cease to be such officer before the

***Appendix 1 Park Authorities Act (continuation)***

delivery of such bonds, such signature or such facsimile shall nevertheless be valid and sufficient for all purposes the same as if he had remained in office until such delivery. Notwithstanding any of the other provisions of this chapter or any recitals in any bonds issued under the provisions of this chapter, all such bonds shall be deemed to be negotiable instruments under the laws of this Commonwealth. The bonds may be issued in coupon or registered form or both, as the authority may determine, and provision may be made for the registration of any coupon bonds as to principal alone and also as to both principal and interest, and for the reconversion into coupon bonds of any bonds registered as to both principal and interest. The authority may sell such bonds in such manner, either at public or private sale, and for such price, as it may determine to be for the best interests of the authority.

The resolution providing for the issuance of revenue bonds, and any trust agreement securing such bonds, may also contain such limitations upon the issuance of additional revenue bonds as the authority may deem proper, and such additional bonds shall be issued under such restrictions and limitations as may be prescribed by such resolution or trust agreement.

Bonds may be issued under the provisions of this chapter without obtaining the consent of any commission, board, bureau or agency of the Commonwealth of Virginia, or of any political subdivision, and without any other proceedings or the happening of other conditions or things than those proceedings, conditions or things which are specifically required by this chapter.

Bonds issued under the provisions of this chapter shall not be deemed to constitute a debt of the Commonwealth or of any political subdivision of the Commonwealth or a pledge of the faith and credit of the Commonwealth or of any political subdivision of the Commonwealth, but such bonds shall be payable solely from revenues of the authority as provided herein.

§ 15.2-5713. Same; for water or sewer systems, etc.

An authority created under the provisions of this chapter is hereby authorized to provide by resolution, at one time or from time to time, for the issuance of revenue bonds of the authority for the purpose of paying the whole or any part of the cost of any water system, sewer system, sewage disposal system, or garbage and refuse collection and disposal system, or any combination of any thereof and for improvement and maintenance of any such system. The principal of and the interest on such bonds shall be payable solely from the funds herein provided for such payment. The bonds of each issue shall be dated, shall bear interest at such rate or rates as may be authorized by law, shall mature at such time or times not exceeding twenty years from their date or dates, as may be determined by the authority, and may be made redeemable before maturity, at the option of the authority, at such price or prices and under such terms and conditions as may be fixed by the authority prior to the issuance of the bonds.

Revenue bonds issued under the provisions of this chapter shall not be deemed to constitute a debt of the Commonwealth or of any incorporating or participating locality, or a pledge of the faith and credit of the Commonwealth or of any incorporating or participating locality.

***Appendix 1 Park Authorities Act (continuation)***

§ 15.2-5714. Bonds mutilated, lost or destroyed.

Should any bond issued under this chapter become mutilated or be lost or destroyed, the authority may cause a new bond of like date, number and tenor to be executed and delivered in exchange and substitution for, and upon cancellation of, such mutilated bond and its coupons, or in lieu of and in substitution for such lost or destroyed bond and its unmatured coupons. Such new bond or coupon shall not be executed or delivered until the holder of the mutilated, lost or destroyed bond (i) has paid the reasonable expense and charges in connection therewith; (ii) in the case of a lost or destroyed bond, has filed with the authority and its treasurer satisfactory evidence that such bond was lost or destroyed and that the holder was the owner thereof; and (iii) has furnished indemnity satisfactory to its treasurer.

## Appendix 2 Park Authority Ordinance

### NOTICE OF ADOPTION OF AN ORDINANCE PERTAINING TO THE ESTABLISHMENT OF A PARK AUTHORITY TO BE KNOWN AS THE FAIRFAX COUNTY PARK AUTHORITY

NOTICE is hereby given that the Board of Supervisors of Fairfax County, Virginia, at its regular meeting held on Wednesday, December 6, 1950, adopted the following ordinance:

BE IT ORDAINED BY THE COUNTY BOARD OF FAIRFAX, AS FOLLOWS:

SECTION I. In accordance with the provisions of the 1950 "Park Authorities Act" of the State of Virginia, that the County of Fairfax, Virginia, does hereby create a Park Authority to be known as the Fairfax County Park Authority (hereinafter referred to as "the Authority").

#### PURPOSES

SECTION II. The purposes for which the Authority is created are to:

- (1) survey the need for park facilities in the County of Fairfax and the availability of desirable sites and to acquire and develop park facilities in the said County;
- (2) maintain and operate such park facilities or arrange for maintenance and operation by the State of Virginia, the Federal Government or any park Authority or park Commission with which it may agree.

#### POWERS

SECTION III. The Authority shall enjoy all the powers authorized under Sections 5, 6, and 7 of the Park Authorities Act<sup>3</sup> and shall continue in existence for a period of at least thirty years unless the Board of Supervisors of Fairfax County provides for an earlier termination.

#### MEMBERS OF THE AUTHORITY

SECTION IV. The first members of the Authority, whose terms of office shall begin upon the adoption of this ordinance shall be:

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<sup>3</sup> Title 15  
.1 of the Virginia Code, including the Park Authorities Act, was recodified and renumbered effective  
December 1, 1997.

**Appendix 2 Park Authority Ordinance (continuation)**

<b>Name</b>	<b>Address</b>	<b>Term of Office</b>
Elmer Andrews	Centreville, VA	Four years
John W. Brookfield	Springfield, VA	Four years
John Lynch	McLean, VA	Four years
C.C. Robinson	Herndon, VA	Four years
Robert Wheat	Lorton, VA	Four years

The members shall elect one of their number Chairman and another Vice Chairman of the Authority and shall elect a Secretary or Treasurer who need not be members of the Authority. Those offices of Secretary and Treasurer may be combined.

**OFFICES**

SECTION V. The Authority may maintain an office or offices at such place as it may designate. The principal office shall be at Fairfax, Virginia.

**TRUST FUNDS**

SECTION VI. All moneys received by the Authority shall be deemed to be trust funds, to be held and applied as authorized under the Park Authorities Act. The Authority shall designate a fiscal agent to act as trustee of such moneys and to apply such moneys when instructed by the Authority.

BE IT FURTHER ORDAINED that this ordinance be, and the same hereby is, made effective this date."

GIVEN under my hand this 6th day of December, 1950.

s/ R. M. Loughborough  
Clerk of said Board

### Appendix 3 Park Authority Ordinance as Amended

NOTICE OF ADOPTION OF AMENDMENTS TO AN  
ORDINANCE HERETOFORE ADOPTED BY THE BOARD OF  
SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA, ON  
DECEMBER 6, 1950, KNOWN AS THE FAIRFAX COUNTY  
PARK AUTHORITY ORDINANCE

Notice is hereby given that at the regular meeting of the Board of County Supervisors of Fairfax County, Virginia, held on January 12, 1955, in the Board Room in the County Office Building at Fairfax, Virginia, the said Board, by unanimous vote of all members present, and after having first given due notice of its intention so to do in the manner prescribed by law, adopted amendments to an Ordinance Heretofore Adopted by the Board of County Supervisors of Fairfax County, Virginia, on December 6, 1950, known as the Fairfax County Park Authority Ordinance, said amendments, so adopted on January 12, 1955, being in the words and figures following, to wit:

"BE IT ORDAINED by the Board of County Supervisors of Fairfax County, Virginia, that the ordinance adopted by this Board on December 6, 1950, creating the Fairfax County Park Authority, be amended as follows, to wit:

#### SECTION I.

Amend Section I to read: "In accordance with the provisions of the 1950 'Park Authorities Act' of the State of Virginia, Chapter 21.1 of Title 15<sup>4</sup> of the Code of Virginia, as amended, that the County of Fairfax, Virginia, does hereby create a Park Authority to be known as the Fairfax County Park Authority (hereinafter referred to as 'the Authority').

#### SECTION II.

Amend Section II to read as follows: 'The purposes for which the Authority is created are:

- (1) To examine into the need for park facilities and the availability of desirable park sites in the County of Fairfax.
- (2) To acquire, maintain and operate parks and park facilities in the County of Fairfax.
- (3) To arrange for the maintenance and operation of parks and park facilities in the County of Fairfax by the State of Virginia, the United States Government or any park Authority or park Commission with which it may agree."

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<sup>4</sup> Title 15.1 of the Virginia Code was recodified and renumbered effective December 1, 1997.

**Appendix 3 Park Authority Ordinance as Amended (continuation)**

SECTION III.

Amend Section III to read as follows: "The Authority shall enjoy all the powers authorized under Sections V, VI, and VII of the Park Authorities Act of 1950, Section 15-714.5 of the Code of Virginia, as amended in 1952, and all future amendments to Chapter 21.1 of Title 15 of the Code of Virginia,<sup>5</sup> and shall continue in existence for a term of thirty years unless the Board of Supervisors of Fairfax County shall provide for its earlier termination."

SECTION IV.

Section IV shall be amended to read as follows: "The Authority shall have six members.

The members of the Authority shall elect one of their number chairman of the Authority and shall elect a secretary and a treasurer who need not be members of the Authority. The offices of secretary and treasurer may be combined."

SECTION VI.

Section VI shall be amended to read as follows: "All monies received by the Authority shall be deemed to be trust funds, to be held and applied solely as provided in Chapter 21.1 of Title 15 of the Code of Virginia, as amended in 1952.<sup>6</sup> The Authority shall designate a fiscal agent to act as trustee of all monies as it shall receive. The trustee shall hold such monies for the purpose enumerated in Chapter 21.1 of the Code of Virginia and in this ordinance and shall disburse the same only upon the duly adopted resolution of the Authority."

SECTION VIII.

The ordinance shall be further amended by adding the following paragraph:

Section VIII.

"All actions, proceedings, and doings of the Authority under and by virtue of this ordinance as originally adopted, prior to the adoption of this amendment, are hereby ratified, confirmed and validated."

SECTION IX.

The ordinance shall be further amended by adding the following new paragraph:

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<sup>5</sup> See Footnote 4

<sup>6</sup> Title 15.1 of the Virginia Code was recodified and renumbered effective December 1, 1997.

**Appendix 3 Park Authority Ordinance as Amended (continuation)**

"Section IX. If any part, paragraph, section, subsection, clause, or phrase of this ordinance is held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance, which shall remain in full force and effect as if this ordinance had been passed with the invalid part or parts, section, subsection, sentence, clause, or phrase hereof omitted, and this Board now declares that it would have adopted this ordinance if such invalid paragraph, part, parts, section, subsection, sentence, clause, or phrase had not been included herein."

GIVEN under my hand this 12th day of January, 1955.

/s/ Edna A. Bicksler  
Clerk of said Board

AN ORDINANCE APPROVING CERTAIN PARK FACILITIES TO BE FINANCED, ACQUIRED AND CONSTRUCTED BY THE FAIRFAX COUNTY PARK AUTHORITY AND AMENDING THE POWER OF THE BOARD OF COUNTY SUPERVISORS TO TERMINATE THE EXISTENCE OF THE AUTHORITY WHILE AN OBLIGATION IS OUTSTANDING.

WHEREAS, §1230 of the Park Authorities Act (Chapter 27, Title 15.1,<sup>7</sup> Code of Virginia, 1950, as amended) provides in part that if the governing body of the political subdivision which organized a park authority fails to specify any project or projects to be undertaken by such park authority and does not disapprove any project or projects proposed by such park authority, then such park authority shall be deemed to have all the powers granted by said Park Authorities Act; and

WHEREAS, the Fairfax County Park Authority, a park authority heretofore organized by the Board of County Supervisors of Fairfax County, as the governing body of Fairfax County (herein sometimes called the "Board") under the provisions of the Park Authorities Act, proposes to issue its revenue bonds to pay the cost of: a) acquiring, constructing and equipping a new eighteen hole public golf course on approximately 186 acres of land owned by said Authority in Fairfax County, b) acquiring, constructing and equipping approximately 200 camping accommodations with attendant facilities at an existing park owned by the Authority in Fairfax County and known as Burke Lake Park, c) purchasing and installing a miniature train at said Burke Lake Park, and d) purchasing and installing a stern wheel boat in each of three lakes, namely, Lake Accotink, Lake Fairfax and Burke Lake, respectively, located within existing parks owned by the Authority in Fairfax County, Virginia; and

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<sup>7</sup> Title 15.1 of the Virginia Code was recodified and renumbered effective December 1, 1997.

**Appendix 3 Park Authority Ordinance as Amended (continuation)**

WHEREAS, the Board has determined that the facilities mentioned in the foregoing preamble will constitute desirable and appropriate additions to the park and recreational facilities available within Fairfax County, Virginia, which it does not disapprove; and

WHEREAS, the ordinance creating the Authority, adopted by the Board of December 6, 1950, as amended on January 12, 1955, provides that the Authority shall continue in existence for a term of thirty years unless the Board shall provide for its earlier termination and the Board has no intention of terminating the Authority after any obligation has been incurred by the Authority and while any such obligation remains binding and has determined to amend said provision for the Authority's earlier termination; now, therefore,

BE IT ORDAINED by the Board of County Supervisors of Fairfax County, Virginia:

Section 1. The Board hereby approves the facilities mentioned in the preambles of this ordinance as projects to be undertaken by the Authority and hereby approves the acquisition, construction, purchase and installation of said facilities without in any way specifying these as the only projects which may be undertaken by the Authority.

Section 2. Section 3 of the ordinance creating the Authority, adopted by the Board on December 6, 1950, as amended on January 12, 1955, be and the same is hereby further amended by adding the phrase "provided that the existence of said Authority may not be terminated after any obligation has been incurred by the Authority and while any such obligation remains binding, unless the Board of County Supervisors of Fairfax County, Virginia, agrees to assume and pay said obligation," so that Section 3 shall read as follows: "SECTION III. The Authority shall enjoy all the powers authorized under Sections 5, 6 and 7 of the Park Authorities Act<sup>8</sup> and shall continue in existence for a period of at least thirty years unless the Board of Supervisors of Fairfax County provide for an earlier termination provided that the existence of the said Authority may not be terminated after any obligation has been incurred by the Authority and while any such obligation remains binding unless the Board of County Supervisors of Fairfax County, Virginia, agrees to assume and pay said obligation."

Section 3. This ordinance shall take effect on its adoption.

GIVEN under my hand this 7th day of September, 1966.

/s/ Edna A. Bicksler  
Edna A. Bicksler  
Clerk of said Board

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<sup>8</sup> Title 15.1 of the Virginia Code, including the Park Authorities Act, was recodified and renumbered effective December 1, 1997.

***Appendix 3 Park Authority Ordinance as Amended (continuation)***

ADOPTION OF AN AMENDMENT TO THE  
FAIRFAX COUNTY PARK AUTHORITY  
ORDINANCE, ADOPTED DECEMBER 6, 1950,  
AS AMENDED

At a regular meeting of the Board of Supervisors of Fairfax County, Virginia, held in the Board Room of the County Office Building, at Fairfax, Virginia, on Wednesday, February 5, 1969, the Board, after having first given notice of its intention so to do, in the manner prescribed by law, adopted an amendment to the Fairfax County Park Authority Ordinance, adopted December 6, 1950, as amended, said amendment so adopted being in the words and figures following, to-wit:

BE IT ORDAINED by the Board of Supervisors of Fairfax County, Virginia, as follows:

Section 4 shall be amended by deleting the present language and substituting therefor the following:

Section 4. Membership and Officers

The Authority shall have eight members.

The members of the Authority shall elect one of their members chairman of the Authority and shall elect a secretary and a treasurer who need not be members of the Authority. The offices of secretary and treasurer may be combined.

GIVEN under my hand this 5th day of February, 1969.

/s/ Edna A. Bicksler  
Edna A. Bicksler  
Clerk of said Board

ADOPTION OF AN AMENDMENT TO THE FAIRFAX COUNTY  
PARK AUTHORITY ORDINANCE, ADOPTED DECEMBER 6,  
1950, AS AMENDED

At a regular meeting of the Board of Supervisors of Fairfax County, Virginia, held in the Board Room of the Massey Building, at Fairfax, Virginia, on Wednesday, March 17, 1971, the Board, after having first given notice of its intention so to do. in the manner prescribed by law, adopted an amendment to the Fairfax County Park Authority Ordinance, adopted December 6, 1950, as amended, said amendment so adopted being in the words and figures following, to wit:

***Appendix 3 Park Authority Ordinance as Amended (continuation)***

BE IT ORDAINED by the Board of Supervisors of Fairfax County, Virginia, as follows:

Section 4 shall be amended by deleting the present language and substituting therefor the following:

Section 4, Membership and Officers

The Authority shall have ten members.

The members of the Authority shall elect one of their members chairman of the Authority and shall elect a secretary and a treasurer who need not be members of the Authority. The office of secretary and treasurer may be combined.

GIVEN under my hand this 17th day of March, 1971.

/s/ Edna A. Bicksler  
Edna A. Bicksler  
Clerk of said Board

ADOPTION OF AMENDMENTS TO AN ORDINANCE  
HERETOFORE ADOPTED BY THE BOARD OF SUPERVISORS  
OF FAIRFAX COUNTY VIRGINIA, ON DECEMBER 6, 1950, AS  
AMENDED, KNOWN AS THE FAIRFAX COUNTY PARK  
AUTHORITY ORDINANCE

At a regular meeting of the Board of Supervisors of Fairfax County, Virginia, held in the Board Room of the Massey Building at Fairfax, Virginia, on Monday, April 6, 1981, the Board, after having first given notice of its intention so to do, in the manner prescribed by law, adopted amendments to an Ordinance heretofore adopted on December 6, 1950, known as the Fairfax County Park Authority Ordinance, as amended, said amendments being in the words and figures following, to-wit:

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA:

Amend Section I to read:

"In accordance with the provisions of the Park Authorities Act of the State of Virginia, Chapter 27 of Title 15.1<sup>9</sup> of the Code of Virginia, as amended, the County of Fairfax, Virginia, does hereby recreate and continue in existence a park authority to be known as the Fairfax County Park Authority (hereinafter referred to as 'the Authority')."

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<sup>9</sup> Title 15.1 of the Virginia Code was recodified and renumbered effective December 1, 1997.

**Appendix 3 Park Authority Ordinance as Amended (continuation)**

Section III.

Amend Section III to read:

"The Authority shall enjoy all the powers authorized under the Park Authorities Act and shall continue in existence for a period of 5 years unless the Board of Supervisors of Fairfax County provides for an earlier termination provided that the existence of the said Authority may not be terminated after any obligation has been incurred by the Authority and while any such obligation remains binding unless the Board of County Supervisors of Fairfax County, Virginia, agrees to assume and pay said obligation."

GIVEN under my hand this 6th day of April, 1981.

/s/Ethel Wilcox Register  
Ethel Wilcox Register  
Clerk to the Board

AMENDMENT TO AMEND AND REENACT SECTION III OF THE  
ORDINANCE WHICH CREATED THE FAIRFAX COUNTY PARK  
AUTHORITY ON DECEMBER 6, 1950, AS AMENDED

An Ordinance to amend and reenact Section III of the Ordinance which created the Fairfax County Park Authority on December 6, 1950, as amended.

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA:

1. Section III of the Fairfax County Ordinance which created the Fairfax County Park Authority on December 6, 1950, as amended, is hereby amended and reenacted as follows:

SECTION III.

The Authority shall enjoy all the powers authorized under the Park Authorities Act and shall continue in existence until October 28, 2021, unless the Board of Supervisors of Fairfax County provides for an earlier termination provided that the existence of the said Authority may not be terminated after any obligation has been incurred by the Authority and while any such obligation remains binding unless the Board of Supervisors of Fairfax County, Virginia, agrees to assume and pay said obligation.

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October 28, 1991, 7:30 P.M.

**Appendix 3 Park Authority Ordinance as Amended (continuation)**

AMENDMENT TO AMEND AND REENACT SECTION IV  
OF THE ORDINANCE WHICH CREATED THE  
FAIRFAX COUNTY PARK AUTHORITY ON  
DECEMBER 6, 1950, AS AMENDED

An ordinance to amend and reenact Section IV of the uncodified ordinance adopted on December 6, 1950, as amended, relating to the membership of the Fairfax County Park Authority.

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF FAIRFAX COUNTY:

Section IV shall be amended by deleting the present language and substituting therefor the following:

1. That Section IV of the uncodified ordinance adopted on December 6, 1950, as amended, is amended and reenacted as follows:

SECTION IV. Membership and officers.

The Authority shall have twelve members who shall be appointed by the Board in accordance with the Park Authorities Act. The members of the Authority shall elect one of their members chairman of the Authority and shall elect a secretary and a treasurer who need not be members of the Authority. The office of secretary and treasurer may be combined.

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*January 27, 1992, 5:00 P.M.*

**Appendix 4 Park Authority Bylaws**

**BYLAWS GOVERNING THE FAIRFAX COUNTY PARK AUTHORITY  
OF FAIRFAX COUNTY, VIRGINIA**

AS REVISED AND ADOPTED May 14, 2008

Be it resolved by the Fairfax County Park Authority of Fairfax County, Virginia, that the Bylaws of said Authority be, and the same are, as follows:

Article I - Officers

Section I - Terms of Office of Officers

The officers of the Fairfax County Park Authority of Fairfax County, Virginia, (“the Authority”) shall be Chairman, Vice Chairman, Secretary, and Treasurer, who shall be elected by the members at a regular meeting in January of each year, or at such other time as there may be a vacancy. The offices of Secretary and Treasurer may be combined. All of the foregoing officers shall be Members of the Authority and shall hold office until the next annual election.

Section II - Duties of the Chairman

The Chairman shall be the executive officer of the Authority. The Chairman shall convey to the Director all policy decisions of the Authority and will cause these policies to be administered by the Director. The Chairman shall be the official representative of the Authority at all functions unless representation is specifically delegated to another Member. The Chairman shall preside at all meetings of the Authority and shall be an ex-officio member of all standing and special committees established by the Authority. Except as may be limited by Virginia conflict of interests laws, the Chairman may vote on all issues at any meeting of the Authority.

Section III - Duties of the Vice Chairman

The Vice Chairman, in the absence of the Chairman, shall be vested with all the powers and perform all the duties of the Chairman.

Section IV - Duties of the Secretary and Treasurer

The Secretary-Treasurer shall be responsible for ensuring that due notices are given of all Authority meetings and that proper records are kept of all proceedings of the Authority. The Treasurer shall have custody of the corporate seal and shall attest and affix the seal to all instruments requiring such action when authorized by the Authority. If the offices of Secretary and Treasurer are combined, then the duties of such shall also be combined.

Article II - Administration

Section I - Director

The Director shall be responsible to the Authority for the administration, acquisition, planning, development, maintenance, and operation of all property under the jurisdiction of the Fairfax County Park Authority. The Director shall evaluate properties under consideration for acquisition by the Authority and make recommendations to the Authority concerning their

disposition. The Director may delegate authority to responsible subordinates but shall be held ultimately responsible for these actions.

The Director shall formulate regulations and procedures as deemed necessary for proper administration of the organization and its holdings so long as these regulations and procedures are consistent with the policies established by the Authority. The Director shall represent the Authority at the executive level at meetings and as otherwise appropriate in relationship to other official agencies, citizens' organizations, and individuals, and establish close liaison with other departments of the County and the State.

The Director shall be responsible for all administrative activities of the Authority including, but not limited to, preparing agendas for meetings, ensuring adequate records are kept and preparation and submission of annual operating and capital improvement budgets for approval of the Authority and will conform with budgets as approved. The Director shall carry out the capital improvement projects in accordance with the approved budgets of the Authority.

The Director shall perform such other duties as the Authority may require.

#### Section II - Other Employees

Other personnel may be employed in accordance with the approved annual operating budgets. Such employees shall be responsible to the Director or designated staff and shall perform duties and functions as may be assigned them.

### Article III - Committees

#### Section I - Appointment

All standing and special committees shall be appointed by the Chairman, who shall be an ex-officio member of all committees.

#### Section II - Standing and Special Committees

Standing Committees shall be appointed for a term of one year at the first meeting following the election of officers in January. Special Committees shall be composed of such number of members as are deemed necessary to accomplish their purpose. The duties of all such committees shall be defined by the Authority and actions of such committees shall be reported to the Authority.

### Article IV - Meetings

#### Section I - Regular Meetings

All meetings shall be preceded by a notice stating the date, time, and location of the meeting, and except for emergency meetings, notice of a meeting shall be given at least three working days prior to the meeting. Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided to members of the Authority.

Section II - Special Meetings

Special meetings of the Authority shall be called by the Chairman or at the request in writing of any three members of the Authority. Notice shall be given the members of the Authority prior to such meeting in accordance with Section I of Article IV.

Section III - Quorums

A majority of the members of the Authority shall constitute a quorum for the transaction of business at all meetings, including any public hearing required by Virginia law. The vote of a majority of such quorum shall be necessary for any action taken by the Authority. A majority of the members present shall constitute a quorum at meetings of Standing and Special Committees for business requiring a vote.

Section IV - Voting

The yeas and nays shall be taken upon passing any resolution and upon any proposals which create any liability, or for the appropriation of expenditure of funds, and in all cases when requested by any member. Resolutions or other actions requiring a yea and nay vote shall be recorded in the written minutes. All members present shall be recorded as a yea, nay or abstention.

Article V - Fiscal Year

The fiscal year of the Authority shall coincide with that of the Fairfax County Government.

Article VI - Parliamentary Authority

Except as otherwise provided by Virginia law or these Bylaws, the rules contained in *Robert's Rules of Order, Newly Revised* shall govern the Authority in all cases to which they are applicable.

Article VII - Statutory Responsibilities

The Park Authority operates under a contract with the Board of Supervisors. The provisions of the contract shall not be construed as limiting the Park Authority's statutory responsibility for the control of its trust funds and the discharge of its nondelegable duties.

Article VIII - Amendment of the Bylaws

Any article of the Bylaws may be amended or repealed, and any new article may be incorporated therein by vote of the majority of the Authority's members after all members of the Authority have been notified in writing of the proposed changes at least ten days before the meeting at which the changes are considered.

Adopted and approved by the Fairfax County Park Authority this fourteenth day of May, 2008.

/s/ Harold L. Strickland  
Chairman

ATTEST: /s/ Harrison Glasgow  
Secretary

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*Revised and approved May 14, 2008*

## Appendix 5 Park Authority Bylaws as Amended

This policy amendment has been incorporated into **Appendix 4 Park Authority Bylaws** as Revised and Adopted May 11, 2005.

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*Revised and approved May 11, 2005*

**Memorandum of Understanding  
Between the Board of Supervisors and the Park Authority**

FAIRFAX COUNTY BOARD OF SUPERVISORS  
and

FAIRFAX COUNTY PARK AUTHORITY

MEMORANDUM OF UNDERSTANDING

BE IT AGREED by and between the Board of Supervisors of Fairfax County and the Fairfax County Park Authority as follows:

1. The Fairfax County Park Authority Board, subject to approval by the Fairfax County Board of Supervisors, will appoint a Director of the Fairfax County Park Authority. The Director will serve at the pleasure of the Fairfax County Park Authority Board and will have the following responsibilities to the Board.
  - A. To appoint the officers, agents, and employees of the Park Authority permanent or temporary as may be required, and to determine their qualifications, duties and compensation.
  - B. To enter into contracts pursuant to the provisions of the Virginia Code 15.1-1232 (1981) as amended.
  - C. To interpret, implement and administer all policy decisions of the Authority as conveyed to the Director by the Fairfax County Park Authority Board.
  - D. To carry out all the activities of the Authority to include those set forth in Article II - Administration, Director, Section I of the Bylaws governing the Fairfax County Park Authority of Fairfax County, Virginia as revised and adopted May 19, 1981, or as may be amended during the term of this agreement.
2. Annually the Fairfax County Park Authority Board will provide the Board of Supervisors with a performance evaluation on the appointed Director of the Park Authority. The evaluation will include a Park Board recommendation for any salary changes for the Director. The actual salary level will be established by the Board of Supervisors in accordance with the County's Merit System. The Fairfax County Park Authority Board shall develop written procedures and guidelines to delineate the Director's responsibilities as set forth in paragraph number one above, and to clarify performance standards for evaluation in accordance with this agreement.
3. The Fairfax County Executive, during the period of this agreement, will perform the duties as the Board of Supervisor's administrative liaison to the Fairfax County Park Authority. In this capacity the County Executive will represent the Board of Supervisors on matters affecting budget planning, organizational administration, and the design/construction phases of

***Memorandum of Understanding  
Between the Board of Supervisors and the Park Authority (continuation)***

development that the FCPA may undertake as a participant in County processes and procedures.

4. The Fairfax County Park Authority will use the legal services of the County Attorney's Office unless the Authority and the County Attorney believes that (a) the service needed is non-routine and time critical which could not be met by the County Attorney's Office or (b) that a conflict of interest may exist. Upon recognition of the need for outside counsel, the Authority will proceed to select counsel from an approved list submitted by the County Attorney.
5. Upon mutual agreement of the Board of Supervisors and the Park Authority, the County Executive may direct the transfer of any Park Authority program, activity, or function to one or more general County agencies or departments, or may direct the transfer of any general County function to the Park Authority.
6. The Park Authority's General Fund Operating Budget is to be prepared in accordance with procedures and formats established by the Board of Supervisors and used by other County agencies. This is subject to appropriation by the Board of Supervisors.
7. Contributions to the Park Authority operations made by the Board of Supervisors will be in the form of goods and services with title vesting in the Park Authority.
8. Board of Supervisors contributions to the Park Authority Capital Program will be budgeted as projects and in accordance with County budget procedures. Project detail sheets with total project estimates and complete funding source will be provided to the Board of Supervisors consistent with the County's customary capital construction budget process. The anticipated staff level and operating costs involved with each project also will be submitted to the Board of Supervisors for their review and comments. The capital budget submission will include project details identifying the specific fiscal year that the facility will begin operating and the specific Park funding source for operating the new facility. The Park Authority will submit its Capital Program by priority as established by the Park Authority. The Capital budget will identify all sources of funds including Park Capital Trust Funds. The Board of Supervisors will appropriate only to those expenditures supported by non-trust fund monies (primarily general obligation bond monies).
9. Funds (including revenue from park operations, grants, and gifts) received by the Park Authority should be considered as trust funds of the Authority to be appropriated and expended solely by the Authority in accordance with its Trust Fund Budget. The Park Authority has the fiduciary responsibility under the law to appropriate, manage and expend operating Trust Funds. To provide the Board of Supervisors with the information necessary for an overview of the total Fairfax County park program, the Park Authority agrees to adopt such budgeting and reporting procedures for the Operating Trust Fund as are in use by the General County Government.

**Memorandum of Understanding**  
**Between the Board of Supervisors and the Park Authority (continuation)**

10. As permitted by the Park Authorities Act, 15.1-1235,<sup>10</sup> the Director of Finance of Fairfax County is appointed fiscal agent and trustee for Park Authority Funds. The Director of Finance will employ accounting principles and techniques satisfactory to the State Auditor of Public Accounts and the County's auditor (who shall also be the Authority's auditor), and in such detail as may be compatible with the above and as may be required by the Park Authority.
11. The Director of Finance shall maintain a fund structure for Park Authority Funds consistent with County policy and procedures. The structure of Park Authority Trust Funds shall be compatible with the established accounting system but may otherwise be as desired by the Park Authority.
12. The County Director of Finance may, except where provided otherwise by revenue bond resolution, invest Park Authority funds with the County 'pooled cash' investments. All funds shall be accounted for in a manner that will provide an audit trail identifying the equity of the Fairfax County Park Authority in the cash pool. Trust funds so invested and interest earned on the trust fund money are subject to appropriations only by the Fairfax County Park Authority.
13. The Authority has requested, and the Board of Supervisors has agreed, that the Authority's employees shall be administered under the provisions governing the County's personnel system both as in effect now and as may be subsequently modified by the Board of Supervisors. Park Authority positions currently designated as being in competitive service and those currently designated as being exempt service shall continue to be treated as such unless changed by the Authority. It is also agreed that employees of the Authority shall have the same rights to file grievances under the County's grievance procedure as County employees.
14. All Park Authority purchasing and bidding will be in accordance with purchasing policies and procedures established in the County's Purchasing and Supply Management Agency. Procurement practices will be handled through the County Purchasing Agent. As is done with all General County capital projects that the Park Authority will submit all contracts to the Board of Supervisors prior to award to be included in the Board package for review and comment as necessary by the Board of Supervisors.
15. The responsibilities of the Park Authority and of County agencies in the park planning cycle will be as identified below:

Action

Responsible  
Organization

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<sup>10</sup> Title 15.1 of the Virginia Code, including the Park Authorities Act, was recodified and renumbered effective December 1, 1997.

**Memorandum of Understanding  
Between the Board of Supervisors and the Park Authority (continuation)**

<u>Action</u>	<u>Responsible Organization</u>
A. Establishment of integrated program for County-funded Leisure time activities.	Leisure Time Task Force and Recreation and Community Services
B. Establishment of parks Program to meet Objectives of A, above.	Park Authority
C. Development of long-range land and facilities needs plan. - Number and type needed - General locational criteria - Timing and priority	Joint (Park Authority) Office of Comprehensive Planning and Recreation and Community Services
D. Preparation of comprehensive land-use plans (to include inputs from the Park Authority).	Office of Comprehensive Planning
E. Preparation of County Capital Improvements Plan (to include Park Authority inputs).	Office of Comprehensive Planning
F. Preparation of Community Improvement Program (including bond sale schedule).	Office of Comprehensive Planning
G. Preparation of park site design and construction plans.	Park Authority
H. Review of park site design and construction plans.	Recreation & Community Service Police and Fire and other agencies as required
I. Preparation of annual operating budgets (utilizing County codes, forms and procedures) for all funds.	Park Authority
J. Review and analysis for all funds.	Office of Management Budget

16. Land Acquisition: There would be involvement of County agencies as specified below. The responsibilities of the Park Authority and County agencies in the process of land acquisition are as follows:

<u>Action</u>	<u>Responsible Organization</u>
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**Memorandum of Understanding  
Between the Board of Supervisors and the Park Authority (continuation)**

<u>Action</u>	<u>Responsible Organization</u>
A. Establishment of land acquisition priorities and schedules as to specific sites; and estimates of costs.	Park Authority
B. Research into ownerships, establishment of actual boundaries (through real estate records).	Park Authority
C. County staff review and recommendation of specific sites to Park Authority	County Facilities Site Selection Committee including Park Authority
D. Inclusion of site on Public Facilities Plan upon application by Park Authority--with recommendation of County Facilities Site Section Committee.	Planning Commission (subject to review by Board of Supervisors)
E. Obtaining of appraisals surveys, and setting price limits.	Park Authority
F. Negotiation of sale and obtaining engineering studies where deemed necessary. (This is the general case, though there could be exceptions in the case of small acquisitions).	Park Authority
G. Authorization of condemnation action.	Park Authority with assistance by County Attorney as requested by Park Authority.
H. Institution of condemnation action.	Park Authority.
17. Contract Management: The Park Authority will manage all capital contracts in conformance with adopted County Purchasing Resolutions and appropriate financial management procedures used by all the County Agencies.	
18. The Board of Supervisors shall include the members of the Authority's Board among those boards and commissions covered by its Resolution on the Indemnification and Defense of Officers and Employees (copy attached as <u>Exhibit 1</u> ).	
19. While the Park Authority agrees to follow and comply with County procedures where possible as provided above, none of the foregoing provisions is to be construed as limiting the Park Authority's statutory responsibility for the control of its trust funds and the discharge of its non-delegable duties.	

**Memorandum of Understanding**  
**Between the Board of Supervisors and the Park Authority (continuation)**

20. The foregoing provisions are not to be construed or applied in a manner contrary to applicable laws of the Commonwealth of Virginia.

This Memorandum of Agreement shall remain in full force and effect until terminated either by written agreement of both parties, or after 360 days written notification by either party to the other. The Memorandum of Agreement shall be formally reviewed by both parties after five years from the date of this Memorandum of Agreement.<sup>11</sup> The Memorandum of Agreement may be amended only by the mutual agreement of the Park Authority Board and the Board of Supervisors. During the period that this Memorandum of Agreement is in force, neither the Authority nor the Board shall take any unilateral action or establish any policy contrary to or in derogation of any of the matters agreed to in the Memorandum of Agreement.

10/16/91                      /s/ Audrey Moore  
Date                              Chairman, Fairfax County Board of Supervisors

10/17/91                      /s/ Thomas B. White, Jr.

A Copy Teste:

/s/ Nancy Vehrs  
Clerk to the Board

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<sup>11</sup> This memorandum was reviewed in the Fall of 1996. At a meeting between the Chairman of the Fairfax County Board of Supervisors and the Chairman of the Fairfax County Park Authority on November 4, 1996, it was agreed to continue it without change.

***Memorandum of Understanding  
Between the Board of Supervisors and the Park Authority (continuation)***

FAIRFAX COUNTY, VIRGINIA  
MEMORANDUM

TO: William Beckner, Director  
Fairfax County Park Authority

FROM: Anthony H. Griffin /s/  
Deputy County Executive for  
Planning and Development

SUBJECT: Public Hearing on the Continuation of the Fairfax County Park Authority  
For a Period of 30 Years Until October 28, 2021

DATE: October 28, 1991

At its meeting on October 28, 1991, the Board of Supervisors concurred in the recommendation of staff and adopted the attached ordinance amendment which continues the Fairfax County Park Authority in existence for a period of 30 years, until October 28, 2021.

AHG:mlh  
Attachment

**Memorandum of Understanding**  
**Between the Board of Supervisors and the Park Authority (continuation)**

AMENDMENT TO AMEND AND REENACT SECTION III  
OF THE ORDINANCE WHICH CREATED THE  
FAIRFAX COUNTY PARK AUTHORITY ON  
DECEMBER 6, 1950, AS AMENDED

An Ordinance to amend and reenact Section III of the Ordinance which created the Fairfax County Park Authority on December 6, 1950, as amended.

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF FAIRFAX COUNTY,  
VIRGINIA:

1. Section III of the Fairfax County Ordinance which created the Fairfax County Park Authority on December 6, 1950, as amended, is hereby amended and reenacted as follows:

**SECTION III.**

The Authority shall enjoy all the powers authorized under the Park Authorities Act and shall continue in existence until October 28, 2021, unless the Board of Supervisors of Fairfax County provides for an earlier termination provided that the existence of the said Authority may not be terminated after any obligation has been incurred by the Authority and while any such obligation remains binding unless the Board of Supervisors of Fairfax County, Virginia, agrees to assume and pay said obligation.

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*October 28, 1991, 7:30 P.M.*

# Park Authority Regulations

## Index

These regulations were adopted on October 23, 2002, and amended on May 24, 2006 and on June 26, 2011 by the Fairfax County Park Authority Board and are authorized by §15.2-5704(17) of the Code of Virginia. Violations of any of these regulations are punishable as a class four misdemeanor pursuant to the Code of Virginia §15.2-5705. Upon conviction, the penalty is a fine of up to \$250 (§18.2-11). Failure to abide by these regulations may also result in violators being prohibited from future use of park property, facilities or services.

## Regulations

### **§1.01 Amplified Sound**

### **§1.02 Business Activities, Soliciting and Advertising**

- A. Business Activities
- B. Solicitation
- C. Advertisements

### **§1.03 Camping**

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### **§1.04 Dangerous Devices**

- A. Projectiles
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### **§1.05 Domestic Animals**

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#### F. Habitat Preservation

#### G. Removal of Natural Materials

## ***Park Authority Regulations (continuation)***

Revised and Adopted May 24, 2006

### **Definitions**

For the purpose of administering, enforcing or interpreting these regulations the following definitions shall apply:

***Park Authority*** shall refer to either the Fairfax County Park Authority or the Northern Virginia Regional Park Authority.

***Park*** shall refer to any property or facilities owned, leased or maintained by either the Fairfax County Park Authority or the Northern Virginia Regional Park Authority.

***Express Permission*** shall refer to a special allowance granted by the Park Authority or its director on a case-by-case basis to conduct a specific behavior or activity in exception to these regulations.

***Law Enforcement/Police Officer*** has the same meaning as in the Code of Virginia §9.1-101 and also includes the Sheriff of the respective jurisdictions and his or her deputies.

### **General Provisions**

Parks belong to the people and were created to provide for recreational facilities, the enjoyment and leisure pursuits of the citizenry and for the preservation and interpretation of open space resources.

The Fairfax County Park Authority and the Northern Virginia Regional Park Authority have been charged with the operation and maintenance of parks under the Park Authorities Act of the Commonwealth of Virginia (Chapter 57, Title 15.2 of the Virginia Code, 1950, as amended).

The Park Authority is proud to be a host for public activities, but reserves the right to regulate these activities in the best interest of the park, its users, neighbors and the general public.

In order to protect public parks, assure the safety of park users and maximize the public's enjoyment of these parks, it is necessary that Park Authority Regulations be established and adhered to by all park patrons. These regulations shall also apply to all paid and volunteer park staff except in those instances where an exception to these regulations is required for staff to complete tasks as part of their assigned duties. This document seeks to define those activities that are prohibited and/or regulated by law in Park Authority parks. In addition to these regulations, all State and/or local codes, to include but not limited to, Fire Prevention Codes, traffic and game laws, and zoning ordinances are enforceable on park property. These regulations are authorized by §15.2-5704(17) of the Code of Virginia.

The following regulations shall apply to all property and facilities owned, leased or maintained by the Park Authority.

## ***Park Authority Regulations (continuation)***

A VIOLATION OF ANY OF THESE REGULATIONS IS PUNISHABLE AS A CLASS FOUR MISDEMEANOR PURSUANT TO THE CODE OF VIRGINIA §15.2-5705. UPON CONVICTION, THE PENALTY IS A FINE OF UP TO \$250 (§18.2-11). FAILURE TO ABIDE BY THESE REGULATIONS MAY ALSO RESULT IN VIOLATORS BEING EJECTED FROM THE PARK IMMEDIATELY AND PROHIBITED FROM FUTURE USE OF PARK PROPERTY, FACILITIES OR SERVICES.

Park patrons shall follow the lawful orders of Park employees given to enforce or uphold these regulations. Park employees include both paid and authorized volunteer staff. For the purposes of these regulations, a lawful order is any direction by a law enforcement officer or Park employee for a person or persons to comply with park regulations, rules or policies, state laws or local ordinances or to provide for public safety.

If any of these regulations, or the application thereof to any person or circumstances, is held invalid, the remainder of the regulations and the application of such provision to other persons or circumstances shall remain in full force and effect.

In addition to these regulations, park patrons shall follow rules and policies established by the Park Authority governing the use of parks and park facilities.

### **Regulations**

#### **§1.01 Amplified Sound**

No person shall operate in a park, in a manner audible to others, any device designed to produce, reproduce or amplify sound without the express written permission of the Park Authority.

#### **§1.02 Business Activities, Soliciting and Advertising**

- A. Business Activities. No person shall sell or make an offer to sell goods or services or conduct business activities within a park without the express written permission of the Park Authority.
- B. Solicitation. No person shall solicit monetary or other valuable contributions from others in a park without the express written permission of the Park Authority.
- B. Advertisements. No person shall advertise goods, services or events within a park without the express written permission of the Park Authority. For the purposes of this regulation, advertisements include, but are not limited to, the distribution or posting of handbills, flyers, coupons or public announcements or signs mounted on vehicles (see also §1.20 Signs below).

#### **§1.03 Camping**

**Park Authority Regulations  
(continuation)**

- A. Areas and Fees. No person shall set up an overnight camping or lodging site in a park except in areas designated and posted as camping areas. Campers shall register and pay appropriate fees.
- B. Sewage. No person shall dispose of sewage or gray water within a park except by transferring it to a dumping station provided by the Park Authority for this purpose or by storing it in a completely closed container and removing it from the park.

**§1.04 Dangerous Devices**

- A. Projectiles. No person shall operate in a park any device or undertake any activity which will cause a projectile to be loosed or propelled which could injure a person or animal or damage property unless the person is operating the device or engaging in the activity in accordance with established park practices as part of a Park Authority managed or permitted activity. Activities and devices restricted under this provision include, but are not limited to, the hitting of golf balls, and the operation of a bow and arrow, crossbow, taser, spear, slingshot, dart device, or other device designed for high-speed missile projection.
- B. Knives. No person shall possess a knife with a blade more than four (4) inches in length within a park except for the purpose of food preparation.
- C. Fireworks. No person shall possess or discharge fireworks in a park without the express written permission of the Park Authority.

**§1.05 Domestic Animals**

- A. Cages and Leashes. No person shall have in his or her custody within a park any animal, other than a horse, that is not either caged, or on a leash and under the person's control; except that a dog may be under the direct supervision of its owner or their agent without a cage or a leash in an area designated as an off-leash dog exercise area. (See §1.05 (B) Horses below for horses.)
- B. Horses. No person shall ride or lead a horse other than in an area designated by the Park Authority for horseback riding.
- C. Feeding Domestic Animals. No person shall feed any domestic animal other than an animal under his or her own care within a park unless such feeding is expressly authorized by the Park Authority by a posted sign or in writing.

**§1.06 Fires**

- A. Location. No person shall start or use a fire within a park except in facilities provided or approved by the Park Authority for this purpose.
- B. Control and Extinguishment. Fires shall be attended at all times and fully extinguished before the site is left unattended.

**Park Authority Regulations  
(continuation)**

- C. Violation of Fire Bans. No person shall violate any provision of fire bans that the Park Authority may institute from time to time in order to protect the park resources or public safety.

**§1.07 Fishing**

Fishing is allowed in a park unless otherwise posted. Persons fishing in a park shall comply with Virginia State game laws and all special conditions established by the Park Authority.

**§1.08 Historic Artifacts, Features and Man-Made Objects**

No person shall damage, disturb or remove any historic artifacts, historic features or other man-made objects from a park without the express written permission of the Park Authority. For the purposes of these regulations, “historic artifacts” are any material remains that give physical evidence of human occupation, habitation, use or activity; and “historic features” include, but are not limited to, walls, fence lines, cellars, fire pits, mill races, trenches, tent platforms, quarries or any other man-made arrangement of materials or the trace thereof.

**§1.09 Hours of Operation**

- A. Opening and Closing. No person shall enter a park more than one half hour before sunrise or remain in a park more than one half hour after sunset unless the person is (i) using a lighted facility (as provided for in §1.09(C) below) or specially posted park, (ii) attending a special event permitted by the Park Authority, (iii) is a bonafide renter or camper or (iv) has the express written permission of the Park Authority to be in a park before opening or after closing. If a patron is in a park outside of operating hours in accordance with exceptions (i – iv) above, the patron must leave the park by the closing time posted for the facility, park or event or specified in the permit.
- B. Visiting with Campers. Persons visiting with campers and renters are NOT exempt from a park’s hours of operation as set forth in §1.09(A) above.
- B. Lighted Facilities. Hours of operation for facilities for which the Park Authority furnishes artificial lighting shall be posted at the facility or stipulated in a use permit.

**§1.10 Hunting and Trapping**

Hunting and trapping of wildlife are prohibited in a park except when expressly permitted in writing as part of a Park Authority controlled activity.

**§1.11 Ice Skating**

No person shall go upon the ice of any body of water in a park except at such places and at such times as may be designated by the Park Authority. Indoor ice skating is permitted at rinks maintained by the Park Authority for such use, at such times and subject to the rules prescribed and posted at the facility.

**Park Authority Regulations  
(continuation)**

**§1.12 Maintenance of Motor Vehicles**

No person shall repair, clean, wax or otherwise maintain a motor vehicle in a park. In no case shall anyone discharge or cause to be discharged hazardous substances, including but not limited to, gasoline, antifreeze or motor oil, in a park.

**§1.13 Metal Detectors**

No person shall use a metal detector or similar device within a park without the express written permission of the Park Authority.

**§1.14 Motor Vehicles and Traffic**

- A. Speed Limit Where None Is Posted. Where no speed limit is posted, no person shall operate a motor vehicle within a park at a speed greater than 20 miles per hour.
- B. Prohibited Vehicles.
  - (1) No person shall operate within a park a motorized vehicle not licensed for regular use upon public highways, except that motorized carts furnished or approved by the Park Authority may be operated within designated areas and motorized wheelchairs may be operated in areas as provided for in §1.14(C) below.
  - (2) No person shall operate within a park a farm tractor or other farm machinery or a type of vehicle used primarily for earth-moving operations, whether or not licensed for regular use upon public highways, without the express written permission of the Park Authority.
  - (3) Motor-assisted bicycles (commonly referred to as "mopeds") are permitted only in areas where motor vehicles are permitted.
- C. Motorized Wheelchairs and Assistive Devices. Motorized wheelchairs and other motorized assistive devices for mobility impaired persons are permitted in all areas where pedestrian access is permitted, unless otherwise posted by the Park Authority.
- D. Off-Road Vehicle Operation. No person shall operate any type of motorized vehicle in areas of a park other than established roadways without the express written permission of the Park Authority except as noted in §1.14 (C) above.
- E. Parking and Overnight Parking. No person shall park a motor vehicle in areas of a park other than those designated by the Park Authority as parking areas. Motor vehicles may not be parked overnight in a park without the express written permission of the Park Authority. Motor vehicles left over night in violation of this regulation may be ticketed and/or towed.

**§1.15 Protection of Park Property**

- A. Construction. No person shall erect or construct any structure of any kind, install or perform any maintenance on any utility, equipment or other device on, below, over or across a park

**Park Authority Regulations  
(continuation)**

without the express written permission of the Park Authority or in accordance with the terms of an existing easement duly recorded in the appropriate jurisdiction's land records.

- B. Encroachments. No person shall in any way alter, damage, remove or deface any facilities, features, vegetation, man-made objects or equipment in a park or place; nor erect or store personal property, plant vegetation or deposit debris or refuse in a park as an extension of a use on adjacent property without the express written permission of the Park Authority.
- C. Excavation. No person shall make any excavation by tool, equipment, blasting or other means in a park without the express written permission of the Park Authority or in accordance with the terms of an existing easement duly recorded in the appropriate jurisdiction's land records.
- D. Off-Trail Use. No person shall bicycle, skate, ski or ride horses off of established trails, walkways or roadways without the express written permission of the Park Authority.
- E. Unauthorized Trails. No person shall create any new trails without the express written permission of the Park Authority.

**§1.16 Public Gathering**

No person shall organize or engage in a public gathering of more than 75 persons in a park without the express written permission of the Park Authority. For the purposes of these regulations, "public gathering" shall be defined as demonstrations, picketing, speeches, vigils, parades, ceremonies, meetings, rallies, entertainment, games, shows, concerts, picnics, weddings and all other forms of public assembly.

**Park Authority Regulations  
(continuation)**

**§ 1.16-1 Athletic Field Use**

Use of an athletic field that results in a gathering of 20 or more participants, including spectators, shall require the express written permission of the Park Authority.

**§1.17 Remote-Control Devices and Powered Models or Toys**

No person shall operate hobby rockets, remote-control gliders or powered remote-control or tethered planes, boats, cars or other like devices in a park except in areas designated by and with the express written permission of the Park Authority.

**§1.18 Restricted Areas**

No person shall enter any area in a park designated and posted as restricted without the express written permission of the Park Authority.

**§1.19 Rest Rooms and Bath Houses**

- A. Harassment and Intimidation. No person shall remain in the vicinity of a washroom, rest room, dressing room, or bathhouse in a park with the intent to harass, intimidate or solicit users of such facility.
- B. Inappropriate Behavior. No person shall engage in inappropriate behavior in rest rooms, wash rooms or bath houses. For the purposes of these regulations, inappropriate behavior includes, but is not limited to, sexual activity, use of controlled substances, sleeping, loitering, washing clothes, bathing in fountains or washbasins - or any activities prohibited by law.

**§1.20 Signs**

No person shall post signs in a park except at locations designated by and with the express written permission of the Park Authority.

**§1.21 Swimming, Bathing and Wading**

Swimming, bathing and wading are prohibited in bodies of water, to include, but not limited to, streams, rivers, ponds or lakes, within or adjacent to a park without the express written permission of the Park Authority. Swimming, bathing and wading in a park are permitted only in water facilities established by the Park Authority for such purposes and only during posted hours of operation.

**Park Authority Regulations  
(continuation)**

**§1.22 Wildlife and Habitat Protection**

- A. Animals. No person or his or her pet shall harass, capture, remove, injure or kill any animal or its young or eggs found in a park, or disturb the nest, den, burrow, lodge, roost, dam or other structure of any animal found in a park, or attempt to do so, unless the person possesses a federal or Virginia state permit and has the express written permission of the Park Authority.
- B. Feeding of Wild Animals. No person shall feed any wild animal within a park unless such feeding is expressly authorized by the Park Authority by a posted sign or in writing.
- C. Removal of Plants and Fungi. No person shall remove from a park any plant or fungus (e.g., mushrooms) or parts thereof including, but not limited to, cuttings, flowers, seeds, berries, nuts or foliage, without the express written permission of the Park Authority.
- D. Abandonment or Release of Animals. No person shall abandon, release or cause to be released into a park any animal or other organism without the express written permission of the Park Authority.
- E. Planting or Release of Seeds or Spores. No person shall plant any plant or release or cause to be released into a park any plant or fungus seeds or spores without the express written permission of the Park Authority.
- F. Habitat Preservation. No person shall disturb or modify woodlands, streams, stream banks, meadows, ponds, lakes or other natural areas within a park without the express written permission of the Park Authority.
- G. Removal of Natural Materials. No person shall remove or use any wood, wood chips, sod, earth, humus, rocks, minerals, fossils, sand, water or any other natural material from a park without the express written permission of the Park Authority.

**Appendix 8 Adopt-A-Field Maintenance Agreement**

**ADOPT-A-FIELD  
MAINTENANCE AGREEMENT**

This Agreement between the Fairfax County Park Authority, hereinafter referred to as the "Authority" and the \_\_\_\_\_, hereinafter referred to as the "Partner" entitles the Partner to accept and perform all maintenance functions at the \_\_\_\_\_ for athletic field areas listed below:

_____ (Type of Field)	_____ (Field No.)

As part of this Agreement, the Partner fully recognizes and accepts the following conditions:

- The Partner agrees to apply all chemical applications, including lime, fertilizers, etc. by a certified, licensed applicator, approved by the Authority.
- The Partner agrees to make no additions or changes to any Park property without a written request(s) and receiving approval by the Authority. All requests should be sent to the Authority, Attention: Director, Fairfax County Park Authority.

***Appendix 8 Adopt-A-Field Maintenance Agreement (continuation)***

- The Partner agrees to adhere to the terms and conditions of the maintenance agreement. Failure to provide maintenance may result in termination of this agreement.
  - The Partner agrees to the Authority's right to remove from use, any field which in its determination is exhibiting excessive wear, deterioration or requires maintenance activity.
  - The Partner agrees to maintain for the duration of this agreement, general liability coverage for all liabilities and losses which may arise as a result of the services described herein.
  - The Authority agrees to upon request, provide expertise and technical assistance, as is within their abilities, to the Partner.
  - It is mutually agreed that the Partner accepts full responsibility for all damages and injuries which may result from their actions or negligence. The Park Authority will not be responsible for any claims of property losses or personal injury unless due to the errors, omissions or negligent acts of the Park Authority, its employees or volunteers.
  - The Partner agrees to accept full responsibility for providing maintenance in accordance with the Fairfax County Park Authority Maintenance Standards as described on the following pages(s).

**Field Usage:**

- The Partner agrees to recognize that the adopted field(s) must be available for public use when not being used by the adopting organization and that participation in the Adopt-A-field program does not provide exclusive field use.
- The Partner shall be granted priority scheduling by: 1) receiving continued use of the facility per their field allocation at the time of adoption, except as noted below and 2) receiving the first offer to utilize newly available space at the adopted facility if another group discontinues their use.
- Community and Recreation Services shall: 1) maintain the sports seasonal priorities per Section 3-D of the County's policy; 2) reserve the right to reassign space under-utilized by the Partner; and 3) maintain Park Authority mission essential priorities for field use.

***Appendix 8 Adopt-A-Field Maintenance Agreement (continuation)*****Field Set-Up** - (Performed once a year and as needed)

This includes the installation of a homeplate and bases. Hollywood style bases are recommended for use on all fields. The Park Authority will provide the initial equipment at the beginning of each season.

**Turn Maintenance** - (Performed once a year and as needed)

Tasks included in this process are spring season aeration, fertilization, liming, overseeding, and herbicide application to control weeds and other undesirable vegetation. This work is typically completed during March and April.

**Mowing** - (Performed weekly)

Mowing will be the largest time commitment for any Adopt-A-Field organization. All field areas are to be mowed once a week. All edging and trimming are to be completed at the same time the mowing operations take place. Includes surrounding fences and bleacher areas.

**Warning Tracks** - (Performed once a year and as needed)

Warning tracks maintenance consists of raking out the track area, re-establishing the edge and adding new crushed stone if necessary.

**Raking of Infields** - (Performed daily)

Skinned infields and base paths require daily maintenance. Raking and removing large rocks and other unwanted materials is essential for safe playing condition. Homeplate and base areas must be filled and graded at the conclusion of each game series.

**Litter Pick-UP** - (Performed daily)

Litter control is a daily activity that must be performed to maintain the fields aesthetic quality. All field areas are to be free of litter and debris. All discarded materials are to be deposited in County supplied containers. Weekly collection of refuse will be provided by the Park Authority.

**Infield Lining** - (Optional)

Infield lining frequency is entirely up to the Adopt-A-Field organization.

**Fences** - (Performed daily)

Inspect and repair broken and potentially hazardous fences and backstops.

**Irrigation and Lighting System Maintenance**

If an irrigation system is present, all requests for repairs are to be directed to the Park Authority Maintenance Division. Call 324-8592.

***Appendix 8 Adopt-A-Field Maintenance Agreement (continuation)***

This Agreement shall be effective from \_\_\_\_\_ to \_\_\_\_\_ and is subject to renewal. Application must be made to continue this agreement beyond the designated time period.

This Agreement and its terms are governed by the laws of the Commonwealth of Virginia

\_\_\_\_\_  
Partner  
Authorized Representative

\_\_\_\_\_  
Fairfax County Park Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Appendix 8 Adopt-A-Field Maintenance Agreement (continuation)**

**ADOPT-A-FIELD  
MAINTENANCE AGREEMENT  
EXTENSION**

The Fairfax County Park Authority and the \_\_\_\_\_ hereby agree to extend participation in the Adopt-A-Field program at \_\_\_\_\_, subject to the terms stipulated in the original Agreement.

This extension will continue indefinitely or until such time as either party terminates the Agreement in writing.

In those situations where the Partner has limited their participation to a portion of the year, this extension will be in effect only during those months identified in the original Agreement.

This Agreement and its terms are governed by the laws of the Commonwealth of Virginia.

\_\_\_\_\_  
Partner, Authorized Representative

\_\_\_\_\_  
Fairfax County Park Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Appendix 9 Adopt-A-Field Maintenance Agreement – Full Adoption**

**ADOPT-A-FIELD**  
**MAINTENANCE AGREEMENT**  
**FULL ADOPTION**

This agreement between the Fairfax County Park Authority, hereinafter referred to as the "Authority" and the \_\_\_\_\_, hereinafter referred to as the "Partner" entitles the Partner to accept and perform all maintenance function at \_\_\_\_\_ for the athletic field areas listed below:

_____ (Type of Field)	_____ (Field No.)

As part of this Agreement, the Partner fully recognized and accepts the following conditions:

**Partner Requirements:**

- The Partner agrees to maintain for the duration of this agreement, general liability coverage for all liabilities and losses which may arise as a result of the services described herein.
- The Partner accepts full responsibility for all damages and injuries which may result from their actions or negligence. The Park Authority will not be responsible for any claims of property losses or personal injury unless due to the errors, omissions or negligent acts of the Park Authority, its employees or volunteers.
- The Partner agrees to make no additions or changes to any Park property without a written request(s) and receiving approval by the Authority. All requests should be sent to the Authority, Attention: Director, Fairfax County Park Authority.

***Appendix 9 Adopt-A-Field Maintenance Agreement – Full Adoption  
(continuation)***

- The Partner agrees to be responsible for returning to its original condition, any property which is damaged as a result of their actions.
- The Partner agrees to accept full responsibility for providing all maintenance in accordance with the Fairfax County Park Authority Maintenance Standards as provided by the Authority. Failure to do this may result in termination of this Agreement.
- The Partner agrees to provide maintenance activities on a year around basis. Performance of these activities over only a portion of the year does not meet the Full Adoption requirements and may result in termination of this Agreement.
- The Partner agrees to the Authority's right to remove from use, any field which in its determination is exhibiting excessive wear, deterioration or requires maintenance activity.
- The Partner agrees to apply all chemical applications, including lime, fertilizers, etc. by a certified, licensed applicator, approved by the Authority.
- The Partner recognizes that the Authority agrees to, upon request, provide expertise and technical assistance, as is within their abilities, to the Partner.

Field Usage:

- The Partner agrees to recognize that the adopted field(s) must be available for public use when not being used by the adopting organization and that participation in the Adopt-A-Field program does not provide exclusive field use.
- The Authority agrees to permit the Partner, to schedule field use activities outside the normal use period on the adopted fields.
- Field use benefits apply solely to the Partner and are not transferable.
- The Partner shall be granted priority scheduling by: 1) receiving continued use of the facility per their field allocation at the time of adoption, except as noted below and 2) receiving the first offer to utilize newly available space at the adopted facility if another group discontinues their use.
- Community and Recreation Services shall: 1) maintain the sports seasonal priorities per Section 3-D of the County's policy; 2) reserve the right to reassign space under-utilized by the Partner; and 3) maintain Park Authority mission essential priorities for field use.

Commissions:

- The Authority agrees to exempt the Partner from providing to the Authority any commissions due from the sale of items or other revenue generation conducted by the

**Appendix 9 Adopt-A-Field Maintenance Agreement – Full Adoption  
(continuation)**

Partner. A description of all resale items must be forwarded and approved by the Authority prior to sale. Commercial sales and vending are prohibited under this Agreement, as are the charging of admission or entrance fees to any Park, Park area or event.

This agreement shall be effective from \_\_\_\_\_ to \_\_\_\_\_ and is subject to renewal. Application must be made to continue this agreement beyond the designated time period.

This agreement and its terms are governed by the laws of the Commonwealth of Virginia.

\_\_\_\_\_  
Partner  
Authorized Representative

\_\_\_\_\_  
Fairfax County Park Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Appendix 10 Adopt-A-Park Maintenance Agreement**

**ADOPT-A-PARK  
MAINTENANCE AGREEMENT**

This agreement between the Fairfax County Park Authority, hereinafter referred to as the "Authority" and the \_\_\_\_\_ hereinafter referred to as the "Partner" to accept and perform maintenance functions at \_\_\_\_\_ for the areas or facilities identified below: (Name of Park)

\_\_\_\_\_  
(Area of Facility)

As part of this Agreement, the Partner fully recognizes and accepts the following conditions:

- All chemical applications, including lime, fertilizers, etc. must be applied by a certified, licensed applicator, approved by the Authority.
- No additions or changes to any Park property may be made by the Partner without a written request and approval by the Authority. All requests should be sent to the Authority, attention Deputy Director for Development.
- The Partner will be responsible for returning to its original condition, any property which is damaged as a result of their actions.
- The Partner accepts full responsibility for all damages and injuries which may result from their actions or negligence. The Park Authority will not be responsible for any claims of property losses or personal injury.
- The Partner shall accept full responsibility for providing maintenance in accordance with the Fairfax County Park Authority Maintenance Standards as described on the following page(s).

***Appendix 10 Adopt-A-Park Maintenance Agreement (continuation)***

THIS PAGE OF THE AGREEMENT WILL BE A DESCRIPTION OF THE RESPONSIBILITIES TO BE PROVIDED BY THE PARTNER.

IT WILL BE EXPLICIT IN REGARDS TO THE TIMING, FREQUENCY AND EXTENT OF MAINTENANCE ACTIVITIES.

THE CONTENTS OF THIS REQUIREMENTS PAGE SHOULD BE PREVIOUSLY AGREED UPON AND DISCUSSED AT THE MEETING BETWEEN THE PARTNER AND APPROPRIATE FCPA DIVISION.

**Appendix 10 Adopt-A-Park Maintenance Agreement (continuation)**

Upon request, the Authority agrees to provide expertise and technical assistance, as is within their abilities, to the Partner.

This agreement shall be effective from \_\_\_\_\_ to \_\_\_\_\_ and is subject to renewal. Application must be made to continue this agreement beyond the designated time period.

This agreement and its terms are governed by the laws of the Commonwealth of Virginia.

\_\_\_\_\_  
Partner, Authorized Representative

\_\_\_\_\_  
Fairfax County Park Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Appendix 10 Adopt-A-Park Maintenance Agreement (continuation)**

**ADOPT-A-PARK  
MAINTENANCE AGREEMENT  
EXTENSION**

The Fairfax County Park Authority and the \_\_\_\_\_ hereby agree to extend participation in the Adopt-A-Park program at \_\_\_\_\_, subject to the terms stipulated in the original Agreement.

This extension will continue indefinitely or until such time as either party terminates the Agreement in writing.

In those situations where the Partner has limited their participation to a portion of the year, this extension will be in effect only during those months identified in the original Agreement.

This Agreement and its terms are governed by the laws of the Commonwealth of Virginia.

\_\_\_\_\_  
Partner, Authorized Representative

\_\_\_\_\_  
Fairfax County Park Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Appendix 11 Park Classification System

Parklands shall usually be classified in one of the categories listed below. However, the list is not restrictive since citizen needs, both present and future, may require acquisition of combination park types or ones that differ from all the categories listed below. The typical types of facilities listed under each category are neither all-inclusive nor mandatory. All of these park categories and recreational facilities are important in a well-rounded park system and must be provided if Fairfax County is to continue to provide a desirable living environment for its citizens.

**Neighborhood Parks.** Neighborhood parks may be either residential or urban.

**Residential Parks.** Residential Parks provide easily accessible, low intensity recreational areas for unscheduled use, visual relief from urban congestion and scenic value, and buffering between adjacent land uses. Administrative responsibility is with the Fairfax County Par Authority, town and city jurisdictions, or Homeowner/Resident Associations. The park should be located to serve residential developments planned for a density of 2 du/acre or greater within a 15-minute walk or less. Access is primarily by foot or bicycle with very limited, if any, parking. Parking facilities are not mandatory. The service area is approximately 1/2 mile. The park size typically will be 5 or more acres, with 2.5 acres suitable for development of recreation facilities. The total acreage may vary from 3-10 acres depending on availability of land and choice of facility options. Ease of non-motorized access is a primary consideration. Development may include, but is not necessarily limited to, a picnic table unit, open play area, court facilities, trail connections to contiguous park land where feasible, playground, tot lot, trails, garden/seating areas, activity/game areas and fitness stations.

**Urban Parks.** Urban Parks provide visual enhancement, open space and pedestrian oriented amenities in designated areas of the County. Administrative responsibility is with private commercial landowners, the Fairfax County Park Authority, or joint public and private partnerships. The location and access are in Tysons Corner Urban Center, suburban centers and community business centers, primarily with pedestrian access. The service area is within approximately a five-minute walking distance from offices and residents. These parks may include urban style plazas, mini parks, and greenways, including trails, oriented to pedestrian and/or bicycle use by the work force and local residents. Informal activities and programmed events during lunch hours and after-work hours are intended to foster social interactions between users and provide leisure opportunities.

**Community Parks.** Community Parks provide a variety of individual and organized recreation activities conveniently located for short term visits. Administrative responsibility is with the Fairfax County Park Authority, town and city jurisdictions and schools. Community Parks may be located in residential neighborhoods and suburban centers. Wherever possible, Community Parks are located adjacent to elementary or intermediate schools to maximize co-location of recreation facilities. In mixed-use developments, proximity to retail/office areas is desirable for co-location of parking and minimum impact on residences. Access should be via secondary road where possible. Parking is provided on site or co-located with appropriate adjoining development. The service area is within a 5-10 minute drive or a 15-20 minute bicycle trip.

### ***Appendix 11 Park Classification System (continuation)***

Depending on the density of surrounding communities, the service area generally extends up to three miles. The park size typically will be 10-50 acres, serving several neighborhoods. Facility development may include 2 picnic units, 2-4 court facilities (tennis, basketball and/or volleyball), playground, tot lot, garden plots, fitness stations, 2-3 athletic fields, trails and parking. Courts and athletic fields may be lighted or unlighted. On-site parking is required for athletic field development. If a site accommodates development of four or more fields, restroom facilities should be provided.

**District Parks.** District Parks provide diversified area-wide recreation services to several sectors of the county; they are intended to support extended day use for both informal and organized activities, and to protect and interpret identified natural and cultural resources. Administrative responsibility is with the Fairfax County Park Authority. District Parks may be located anywhere in the county outside of urban centers, preferably with access by secondary or arterial roads. Access should be available by the Countywide Trail System to encourage pedestrian and bicycle trips; access by public transit is highly desirable. On-site parking is required. The service area should be within a 15-20 minute drive. Depending on the density of surrounding communities and normal traffic constraints, the service area generally extends up to seven miles. A District Park may be from 50-200 acres. Depending on site characteristics, District Parks may combine large complexes of intensively developed facilities with extensive natural areas. The extent of development will depend on topography, the extent of environmentally sensitive land, and the amount of developable acreage. Lighted facilities and extended hours of operation are the norm. Development may include, but is not limited to, 3-4 informal picnic areas, 2-3 picnic pavilions for scheduled use, playgrounds, tot lots, 8-12 court facilities, 4-8 lighted athletic fields, running track, restroom/concession buildings, garden plots, indoor or outdoor equestrian facilities, indoor recreation center, indoor or outdoor entertainment features, amphitheater (average 150-300 capacity), miniature golf (lighted), golf driving range (lighted), visitor center and interpretive exhibits, walking trails and bridle paths, equestrian facilities, and parking.

**Countywide Parks.** Countywide Parks are intended to provide a wide range of recreational and educational experiences for all County residents and visitors and to protect and preserve significant environmental and heritage resources. Administrative responsibility for designated parks is with the Fairfax County Park Authority; however, similar types of resource areas also may be managed by regional and state agencies, either separately or in cooperation with other park agencies, including the Fairfax County Park Authority. Countywide Parks include the following types.

**Natural Resource Parks.** Natural Resource Parks preserve, protect and perpetuate areas of sensitive or unique environmental ecological and scenic values in Fairfax County. Administrative responsibility is with the Fairfax County Park Authority, the Northern Virginia Regional Park Authority, and state and federal agencies. This designation, absent public access, also may be applicable to large private properties protected by conservation easements. Management plans should give total consideration to the resource and allow public use only as compatible with resource protection. Natural Resource Parks are most likely to be located in Upper Potomac, Bull Run-Occoquan River, or Huntley Meadows-Ft.

### ***Appendix 11 Park Classification System (continuation)***

Belvoir-Mason Neck Biodiversity Conservation Areas (BCA's) or adjacent to larger stream valleys, where natural resource conservation can operate on a large scale and higher order of integration than elsewhere in the County. Given their location in predominantly low density areas of the County, access will be primarily by private automobile and will require on-site parking. The proximity of some sections of the Cub Run Environmental Quality Corridor to the Dulles Suburban Center affords opportunities for non-motorized access. The service area is countywide. The size varies according to the extent of the resource to be protected. Development which does not adversely affect ecological functions and which enhances awareness of the resource values is appropriate. Interpretive (educational) facilities and structures include visitor centers, orientation kiosks, hiking, biking and equestrian trails as designated, signs and benches. Visitor centers are appropriate only near the periphery of these parks.

**Cultural Resource Parks.** Cultural Resources Parks protect and preserve archaeological sites and historic properties which meet the eligibility requirements for the National Register of Historic Places Criteria or the Public Significance Criteria as designated by the Fairfax County Heritage Resource Management Plan. Administrative responsibility is with the Fairfax County Park Authority, the Northern Virginia Regional Park Authority, and state and federal agencies. This designation, absent public access, also may be applicable to large private properties protected by conservation easements. Management plans should give total consideration to the resource and allow public use only as compatible with resource protection. Historic Sites and Archaeological Parks may be located wherever evidence of human occupation exists on or beneath the land and waters. Depending on the extent of the resource, it may be designated as a Countrywide Park or as a sub-unit of another park classification. Since these parks may be located in any part of the county, a variety of access modes may be available. Some parking should be available either on site or co-located with adjacent facilities. The service area is Countrywide. The size varies according to the extent of the resource to be protected. Acquisition, identification and preservation of cultural resources are for purposes of stewardship; use is defined within stewardship parameters. Development of public sites should include opportunities for public education and enjoyment. To the extent that they do not adversely impact the cultural resources themselves, portions of the sites may be developed with demonstration area, interpretive structures and/visitor centers trails, informal picnicking areas, restrooms and parking.

**Stream Valley/Greenways Parks.** Stream Valley Parks preserve large contiguous natural areas for a riparian habitat, water quality protection, aesthetic values; and genetic corridors within Biodiversity Conservation Zones; and to protect multiple use greenways and natural open space in more urbanized areas of the county for recreation, aesthetic values, water quality protection and non-motorized transportation routes between major destination points. Administrative responsibility is with the Fairfax County Park Authority, the Northern Virginia Regional Park Authority, and state and federal agencies. This designation, absent public access, also may be applicable to large private properties protected by conservation easements. Management plans should give total consideration to the resources and allow public use only as compatible with resource protection. Stream Valley Parks encompass those Environmental Quality Corridors designated for public access in the County

### ***Appendix 11 Park Classification System (continuation)***

Comprehensive Plan. Two levels of Stream Valley parks are identified: Major Environmental Quality Corridors are comprised of flood plains and contiguous steep slopes of all streams greater than first order; first order stream valleys may be included when they are contiguous with wetlands. Multiple Use Greenways are located in suburban and urban centers and built-out areas of the County. Access is primarily by means of the Countywide Trails System and lateral connecting trails; however, "trailheads" with parking should be strategically located along park routes. The service area is countywide. The size varies according to topography and interdicting features of the surrounding development. Development within Major Environmental Quality Corridors may include interpretive facilities and structures (exhibits, signage, hiking, biking and equestrian trails) which do not adversely impact riparian habitat, water quality or aesthetic values. Wherever possible, trails should be located near the periphery of the corridor. Multiple Use Greenways can support more intense trail development to facilitate higher levels of transportation and recreational use. In addition to trails, seating areas, small picnic and open play areas, landscaping and interpretive structures also may be developed, provided they also do not adversely impact ecological functions.

**Multiple Resource Parks.** Multiple Resource Parks provide a diversity of recreational opportunities in both natural settings and intensely developed indoor or outdoor facilities which can accommodate large indoor or outdoor facilities which can accommodate large numbers of people without significant deterioration of the recreation experience. Administrative responsibility is with the Fairfax County Park Authority, the Northern Virginia Regional Park Authority, and state and federal agencies. On occasion, private or quasi-public areas may fit this category. Multiple Resource Parks are located throughout the County. Proximity to major highways or arterial roads is highly desirable in order to accommodate relatively large volumes of traffic at peak times; access via public transit and the Countywide Trail System also should be planned wherever feasible. The service area is countywide, and the Washington metropolitan area, in some instances. The size is normally 200 acres or more. This category of park is oriented to activities that involve an individual or group for a time period ranging from most of the day to a week and which may attract large numbers of spectators or participants. Sensitive environmental areas and cultural resource sites will be managed as natural or cultural resource sub-units of these parks. Potential facilities include campgrounds and day camp areas, lake fronts, boating and fishing, swimming pools and water-oriented entertainment features, complexes of 10-12 lighted tournament level athletic fields, visitor center, trails, 3-4 picnic pavilions and numerous informal picnic areas, amphitheatres, playgrounds and tot lots, miniature trains, carousels, miniature golf and parking.

**Special Purpose Parks.** Special Purpose Parks provide indoor recreation activities that require specialized equipment or separate facilities, or should be separated from other facilities due to the nature of activities. Administrative responsibility is with the Fairfax County Park Authority, the Northern Virginia Regional Authority, and state and federal agencies. Some areas may be managed under joint public-private partnerships. These parks may be located as independent sites or as a sub-units within other types of park lands. Depending on the specific location, a variety of access modes may be available,

***Appendix 11 Park Classification System (continuation)***

from walk-in to public transit. Parking should be provided for the majority of users. The service area is countywide; the size varies. Facilities which could be developed as Special Purpose Areas include golf courses, driving ranges, horticulture centers and gardens, ice rinks, marinas, archery and shooting ranges, field houses or stadiums for major sporting events (5,000-10,000 seating capacity) or for multiple, simultaneous athletic uses, and equestrian facilities.

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Approved March 1996

**Appendix 12 The Secretary of the Interior's Standards  
for the Treatment of Historic Properties**

Policy 205 Historic Preservation follows the Secretary of the Interior's Standards for the Treatment of Historic Preservation. The Standards are located in its entirety on the internet at <http://www.cr.nps.gov/tps/standards.htm>.

**Appendix 12a The Secretary of the Interior's Standards  
for the Treatment of Historic Properties  
with Guidelines for the Treatment of Cultural Landscapes**

Policy 205 refers to the Secretary of the Interior's Standards rather than those set forth by the National Trust for Historic Preservation because these are the standards and best practices with which the industry complies. The Guidelines for the Treatment of Cultural Landscapes is located on the internet at [http://www.nps.gov/history/history/online\\_books/hps/contents.htm](http://www.nps.gov/history/history/online_books/hps/contents.htm).

**Appendix 13 Virginia Department of Historic Resources  
State Collections Management Standards**

This appendix includes the current laws and regulations cited in the Policy 204 Countywide Archaeology and Policy 206 Museum and Archaeological Collections. The Virginia Department of Historic Resources State Collections Management Standards is located in its entirety on the internet

at [http://www.dhr.virginia.gov/pdf\\_files/Collections%20Mgmt%20Standards%2016june2011.pdf](http://www.dhr.virginia.gov/pdf_files/Collections%20Mgmt%20Standards%2016june2011.pdf)

**Appendix 14 Virginia Department of Historic Resources  
Guidelines for Conducting Archaeological Investigations in Virginia**

This appendix includes the current laws and regulations cited in Policy 203 Cultural Resources and Policy 204 countywide Archaeology. The Virginia Department of Historic Resources Guidelines for Conducting Archaeological Survey in Virginia, April 2009, Chapter 6 Conducting Archaeological Investigations is located on the internet at [http://www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf).

# APPENDIX 15 - GUIDELINES FOR COLLECTIONS MANAGEMENT: MUSEUM AND ARCHAEOLOGICAL COLLECTIONS

This document formalizes Collections Management standards into a single document that addresses the Fairfax County Park Authority's responsibilities to its collections and the public for whom the collections are held in trust.

APPROVED 3/9/2016

AUTHORED BY:  
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AIMEE WELLS,  
DENICE DRESSEL

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# Guidelines for Collections Management

## 1. MISSION, VISION, AND VALUES

### 1.1 PARK AUTHORITY MISSION

To set aside public spaces for and assist citizens in the protection and enhancement of environmental values, diversity of natural habitats, and cultural heritage to guarantee that these resources will be available to both present and future generations; to create and sustain quality facilities and services which offer citizens opportunities for recreation, improvement of their physical and mental well-being, and enhancement of their quality of life.

### 1.2 PARK AUTHORITY VISION

The Fairfax County Park Authority strives to inspire and sustain a passion for parks and leisure experiences that enhances our community's quality of life.

### 1.3 PARK AUTHORITY VALUES

These values describe the essence of our organization:

- **Enhancing Stewardship:** We are stewards for a wonderfully rich community trust of natural and cultural resources. We will provide leadership to expand awareness, appreciation and protection of this heritage.
- **Fostering Diversity:** We embrace the diversity of our community and seek to provide every resident with a wide variety of park experiences and recreational opportunities.
- **Developing Partnerships:** We believe seeking and maintaining active partnerships with neighborhood and community organizations and individuals are essential to becoming a vital and treasured component of the communities we serve.
- **Providing Quality and Value:** We are committed to providing high quality facilities and services that offer superior value and prompt efficient service to our customers and the community.
- **Communicating Effectively:** We strive for productive two-way communication with residents and our staff to allow all to participate fully in creating quality parks and services.
- **Valuing Our Workforce:** We believe our paid and volunteer staff is the key ingredient to our success and commit to creating a participative, team-oriented organization including career development opportunities and meaningful recognition.
- **Demonstrating Fiscal Responsibility:** We are committed to building and preserving a park system that meets the community's needs in a cost effective, fiscally responsible manner.

### 1.4 RESOURCE MANAGEMENT DIVISION MISSION

We interpret and preserve Fairfax County's natural and cultural resources for the enjoyment, health and inspiration of current and future generations.

## 1.5 CULTURAL RESOURCE MANAGEMENT AND PROTECTION BRANCH MISSION

The mission of the Fairfax County Cultural Resource Management and Protection Branch is to preserve, protect, and interpret the cultural heritage of the County for the enjoyment and inspiration of current and future residents and visitors, and to nurture a sense of cultural resource stewardship.

## 2. STATEMENT OF AUTHORITY

The Fairfax County Park Authority (FCPA) derives authority from both the commonwealth of Virginia and the Fairfax County government. The Virginia State Code §15.2-5700-15.2-5714, known as the Park Authorities Act, allows the establishment of a park authority with the power to acquire, purchase, lease as lessee, construct, reconstruct, improve, extend and maintain parks within the geographical jurisdiction of the authority's participating locality as well as conduct all business associated with those actions.

The Fairfax County Park Authority Board is appointed by the Fairfax County Board of Supervisors. These 12 appointees are comprised of one representative from each of the nine magisterial districts, plus three at-large members. The board sets policy and establishes priorities for the park agency. The Park Authority Director interprets, implements, and administers all policy decisions of the Park Authority Board. It is the role of Park Authority staff to develop appropriate procedures for implementing policy decision.

The Director of the Fairfax County Park Authority has assigned responsibility for the museum collections to the Resource Management Division (RMD). The Director of the Resource Management Division has delegated administration of all collections to the Cultural Resource Management and Protection Branch (CRMPB). Under the supervision of the CRMPB Manager, the Collections Manager is charged with daily care and security of the Museum Collections, including the manner in which objects are exhibited, stored, transported and conserved, as well as planning for future needs and growth. Specific procedures for the appropriate care and management of this collection are set forth in the Collections Manual and are based on standards of the American Alliance of Museums. Specific procedures for the care and management of the archaeological collections follow the State Curation Standards defined by the Virginia Department of Historic Resources.

The Resource Management Committee of the Park Authority Board is responsible for the review of the Guidelines for Collections Management. Staff shall revise collections management policies, procedures, and manuals as necessary to comply with professional and state guidelines.

In addition, the Park Authority is bound by the following federal legislation and regulation as well as the following Park Authority Policies:

### **Federal Law**

- Antiquities Act of 1906, 16 U.S.C. 431-433.
- Reservoir Salvage Act, 16 U.S.C. 469.
- National Historic Preservation Act of 1966, 16 U.S.C. 470

- Archaeological Resources Protection Act of 1979, 16 U.S.C. 470aa-mm.
- Native American Graves Protection and Repatriation Act, 25 U.S.C. 3001.

### Regulations

- Curation of Federally-Owned and Administered Archaeological Collections, 36 CFR 79.

### Policies

- Fairfax County Park Authority Park Policy 204, Countywide Archaeology
- Fairfax County Park Authority Park Policy 206, Museum and Archaeological Collections

## 3. SCOPE OF COLLECTIONS

The Museum's collections are an indispensable vehicle through which the Museum fulfills its mission to capture and share the stories of Fairfax County. When appropriate, collection items are displayed at sites or buildings in both long-term and changing exhibitions, to promote understanding of the region's history. Other collections support research specifically about the county and its history.

Materials acquired will be considered by the Collections Manager for inclusion in holdings of differing scopes and purposes. They will be managed according to professional museum standards to effectively serve the collection, exhibit, educational, and interpretive needs.

### 3.1 FOCUS

The primary focus of the collections is Fairfax County, Virginia. Items should be able to be categorized in one of the following areas:

1. Objects and materials associated with or representing the history of the historic structures, sites, and parks administered by the Fairfax County Park Authority
2. Objects and materials associated with or representing the history of individuals residing or businesses operating at those historic structures, sites, and parks
3. Objects and materials associated with or representing the cultural origins connected with those historic structures, sites, and parks and the county at large
4. Objects and materials associated with or representing the general history, growth, and development of Fairfax County

Objects from surrounding counties and states are also included when they assist in telling important stories of the region or our sites and when comparable examples from Fairfax County are not sufficiently available to meet interpretive needs.

Each site will maintain their own scope of collections which defines the geography, chronology, and individuals their site is concerned with collecting items about. Due to the unique nature of archaeological collections, the CRMPB will also have a separate scope of collections for archaeological collections on file.

## 3.2 OTHER CONSIDERATIONS

At the time this document is being written, space must also be taken into consideration. All of the current storage spaces are at or near capacity, and currently, large items and collections are brought to an off-site, unstaffed, overflow building that was not intended to house collections. Because of this, the current collecting priority must be objects that will directly enhance the interpretation of sites. There is no room for large objects or to expand into new areas of collection at this time. If the space issue is alleviated or resolved before the next revision of this document, this restriction may be disregarded, keeping in mind that appropriate space to house collections should always be considered before accepting new acquisitions.

## 4. DESCRIPTION OF COLLECTIONS

### 4.1 PERMANENT COLLECTION

Objects in the Permanent Collection are the Museum's primary collections. Permanent Collections are accessioned and intended to be held in the Museum's care, held in public trust, for the foreseeable future. The highest degree of care and documentation is given to these objects and the highest degree of accountability is attached to this collection. The conditions for access and use of these collections are strictly controlled by the Collections Manager, as their physical integrity is of the utmost importance. These artifacts are designated into the Permanent Collection at the time of acquisition or when transferred from another collection in accordance with the "Acquisition of Collections", which is addressed later in this document. Disposal of these collections must follow the deaccessioning policy outlined later in this document.

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#### 4.1.1 HISTORIC COLLECTION

The historic collection consists of three dimensional objects that have intrinsic, aesthetic, historic, technological, and scientific value to the interpretation and presentation of Fairfax County's history, culture, and heritage of all the peoples of Fairfax County and those entities with which it is connected.

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#### 4.1.2 ARCHAEOLOGICAL COLLECTION

The archaeological collection encompasses objects, artifacts, project-generated documentation, and laboratory and object documentation that result from systematic archaeological research on land in Fairfax County. Based on the different sources of these materials, the following groupings have been devised to assist with the management of the collections.

1. Cultural materials and project-generated documentation from excavations within Fairfax County. This includes:
  - a. Collections derived through survey by county employees
  - b. Collections derived through survey by archaeological consulting firms
  - c. Associated records - field notes, maps, drawings, and photographs

- d. Technical reports with or without supporting artifact collections
2. Archaeological collections and supporting project-generated documentation from federally administered land in Fairfax County. Transfer of these collections occurs through individual curation agreements, such as memorandums of agreement or understanding. Ownership is not transferred, but Fairfax County CRMPB acts as a permanent repository.

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#### 4.1.3 ARCHIVAL COLLECTION

The archival collection is comprised of materials which provide information about the history, heritage, events, and persons associated with Fairfax County, and are a complement to the Museum's mission. These materials include but are not limited to: photos, slides, planning documents, maps, reports, newspaper articles, audio recordings, presentations, and other unpublished materials.

#### 4.2 PROPERTY COLLECTIONS

Property Collections are the Museum's secondary collections. They are not accessioned and because of the ways in which they are used, the Museum is not held to keeping them permanently or maintaining the same high level of care for them as the Permanent Collections receive. Artifacts offered to the FCPA must first be considered for use in the Permanent Collection, but if the artifacts are not suitable for the Permanent Collection, they may be obtained for the Property Collection. Records about their acquisition and use may be kept. Reasons to place something in the Property Collection are as follows:

- The object does not meet the Scope of Collections, but provides support to interpretation
- The object is in poor condition
- The object is a prop or reproduction piece
- The object is a duplicate of something already in the Permanent Collection
- The object has no provenience (Archaeological Collection)

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#### 4.2.1 DISPLAY COLLECTION

It is understood that due to the nature and restrictions surrounding the Permanent Collection, it alone may not be enough to execute a complete and thorough picture of the interpretation of any site. In cases where such holes exist, it may appropriate to supplement a display, presentation, or exhibit with items from the display collection. These items are not intended to be handled by the public. These objects will receive a unique identifying number that begins with the first letter of the site followed by the letter "D".

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#### 4.2.2 EDUCATION COLLECTION

In accordance with the Museum's mission to focus on education, some acquisitions may be placed into the Education Collection. These objects are meant to be used in public programs as teaching aids and hands-on demonstration items, for use in exhibits in places that do not meet the criteria for a loan from

the Permanent Collection, internally for comparison purposes, or for other educational or outreach programs. It is understood that in some cases they may be handled by the public under controlled circumstances. These items may be reasonably expected to suffer wear and damage over the course of their use, and some may eventually be discarded. When this occurs, the formal deaccessioning process does not have to be followed. These objects will receive a unique identifying number that begins with the first letter of the site followed by the letter “E”.

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#### 4.2.3 ARCHITECTURAL COLLECTION

The architectural collection includes architectural elements that may be associated with a certain place and time, but are fragmentary and/or lack documentation. This can include wallpaper samples, fabric and upholstery samples, paint color and finish samples, architectural elements from historic structures, and other like materials and objects. These objects will receive a unique identifying number that begins with the first letter of the site followed by the letter “A”.

### 5. ACQUISITION OF COLLECTIONS

Acquisition is the organizational process of discovering, preliminarily evaluating, negotiating for, taking custody of, and documenting title to an object, or group of objects. Materials and objects of historic significance may be acquired through gift, purchase, bequest, exchange, transfer, field collection or other transactions whereby title of ownership is transferred to the Fairfax County Park Authority. This policy shall govern all acquisitions. All acquisitions will either be accessioned and added to the Permanent Collection or inventoried and added to the Property Collection.

#### 5.1 AUTHORITY

The Collections Manager shall evaluate the suitability of any object offered for acquisition. Each potential acquisition shall be evaluated individually in terms of its conformity to the Scope of Collections, its authenticity, condition, quality, the foreseeable needs of the collection, and the ability of the Fairfax County Park Authority to care for the object or material in a manner consistent with professional museum standards. This evaluation shall be passed along with a recommendation of which collection the acquisition will be placed in. All acquisitions need to be signed off on by the Director of the Resource Management Division and the Director of the Park Authority.

#### 5.2 METHODS OF ACQUISITION

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##### 5.2.1 GENERAL GUIDELINES

- Items may be acquired through donation; either directly, through a bequest, through purchase by an outside party for the purpose of donation, or through funds donated for a specific purchase. Only unconditional, unrestricted donations will be accepted, unless an exception is made by the Director of the FCPA.

- A bequest made to the museum does not automatically imply acceptance into the collection. Bequests are subject to the same acceptance criteria as any other items, and may be refused, in whole or in part, if they do not meet these criteria.
- Items may be acquired through purchase from a vendor, be it a dealer, an auctioneer, another institution, or a private individual. A receipt must accompany any such transaction.
- Items may be acquired through exchange with or transfer from another institution. This transaction usually involves deaccessioned items, or items which were accepted by a museum solely in order to find them a more suitable home.
- An object collected in the field may be brought into the collection provided it was collected lawfully and according to current standards of archaeological practice. If collected on private property, written permission of the property owner must be obtained.
- Despite the best intentions of collections and visitor services staff, items are sometimes left on the doorstep or mailed to the museum with no information to identify the owner. The museum is under no obligation to keep these items, but may obtain title to them under abandoned property laws if so desired.
- An item found in the collection which either never had or has lost contact with its acquisition paperwork may become part of the collection in accordance with abandoned property law.

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### 5.2.2 TEMPORARY CUSTODY

Temporarily holding objects without clear intention is discouraged and should be avoided whenever possible. However, in rare cases objects may be brought into the museum for consideration as donations, or for other purposes such as identification or research, digitization for inclusion in the museum's research files, or examination for possible purchase.

- All objects brought into the museum for any purpose must be accompanied by a Temporary Custody Receipt, filled out with the owner's contact information, the reason the objects were brought in, their disposition should they not be transferred to museum ownership, a projected date for their return, and an inventory with brief descriptions and any values provided by the owner.
- Objects to be considered for accession are subject to the same standards of care and liability as objects in the museum's collection. Property left at the museum for other purposes is left at the owner's risk, and the museum's liability extends only to gross negligence.
- These items must be clearly marked with temporary tags giving their Temporary Custody ID numbers, date of arrival, and the owner's name.
- Documentation of temporary custody items may happen at the site level with guidance from the Collections Manager, and are to be kept in a permanent file at the site or Collections Management Office.
- Attempts to return temporary custody items to their owners shall be made in the same manner as for other incoming loans, and unclaimed objects are subject to the same terms of forfeiture.

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### 5.2.3 FEDERAL COLLECTIONS

The CRMPB acts as a curatorial repository for archaeological material recovered from federal property in Fairfax County. Memoranda of Agreement are executed between the lead federal agency and the CRMPB governing the terms of each collection and the responsibilities of the federal agency and the CRMPB for the collection's on-going care. These items are held in trust by the CRMPB for the federal agency. Generally, these MOA's refer to *Curation of Federally-Owned and Administered Archaeological Collections, 36 CFR 79*, though additional terms may be negotiated between the federal agency and the Branch

### 5.3 CRITERIA

- Objects acquired must be consistent with the mission of the Museum and with the scope and uses of the collection
- Objects that cannot be properly cared for and stored in existing facilities, or that are significantly deteriorated or unstable, shall not be accepted unless it is determined that the costs of storage and conservation are offset by the suitability and value of the object/s, or by a monetary donation, from the donor or a sponsor, that supports conservation and ongoing care. If an important object cannot be accommodated, the museum may assist the donor in finding a suitable repository
- The donor or vendor must be able to prove their legal ownership of the object/s, and their right to donate or sell the object/s
- The price of objects offered to the Museum for sale must be determined to be in accordance with fair market value at the time of purchase
- Objects with an unethical history of ownership shall not be accepted, e.g. items that were stolen, collected without permission or authority, or imported or exported in contravention to existing laws.
- Objects of unknown or doubtful provenance shall not be accepted
- Objects whose donors wish to impose unreasonable restrictions or conditions upon the acceptance or use of the object/s, such as requiring continuous exhibition, restricted rights to deaccession, or keeping of the object/s in a certain building or geographical location shall not be accepted. Exceptions to this rule may be made if justified by the particular significance of the collection, but all such exceptions must be approved by the Director of the Park Authority. Restrictions or conditions requiring expense must be fully funded by the donor as part of the gift. If the Museum accepts an object with conditions, these will be stated clearly on the Deed of Gift and become a part of the permanent record. The Museum also accepts thereby a legal and ethical obligation to comply with them.
- Copyrighted works may be accepted into the collection. If they are collected from the copyright holder, the Museum should attempt to obtain transfer of all rights. Should this not be possible, then in addition to rights granted under current fair use laws, the museum should negotiate for limited rights including exhibition, reproduction for exhibit catalogues and publicity, and reproduction in scholarly publications and for educational use.

- Duplicates of items already in the collection shall not be accepted unless warranted by their superior condition, historical significance, or utility in exhibits, e.g. for rotation with sensitive objects
- Acceptance of objects of significant monetary value should be carefully weighed against the ongoing costs of additional security, special storage facilities, and increased insurance. Acceptance of objects requiring expense above and beyond that normal for collections care and security must be approved by the Director of the Park Authority. If an important object cannot be accommodated, the Museum may assist the donor in finding a suitable repository
- Objects which constitute hazards to the health and safety of museum staff and visitors, or which are hazardous to other collections items or to the facility, shall not be accepted unless the hazard can be mitigated easily without harm to the historical significance of the object
- The Museum will not acquire human remains, nor objects subject to NAGPRA, the Native American Graves Protection and Repatriation Act
- Objects of a controversial nature, or whose acceptance might be construed as commercial exploitation of the museum, will be evaluated, weighing potential damage to the Museum's standing in the community against the cultural significance of the object.
- In accordance with the provisions of the ICOM Convention of 1973, the Museum will not accept objects whose collection is believed to have involved destruction of historic sites, buildings, structures, habitats, districts

## 5.4 DOCUMENTATION

The primary importance of collections objects to a museum lies in their context; hence, information that serves to place the object within that context is of paramount significance. If this information does not exist, or if the connection between the object and its information is lost, the value of the object to the museum is diminished. This information must be safeguarded, kept confidential as necessary, and maintained in an organized and easily retrievable manner.

### 5.4.1 PERMANENT COLLECTIONS

- The Collections Manager is responsible for collecting and maintaining all documentation relative to the acquisition, accessioning, lending or borrowing, and deaccessioning of permanent collections.
- Accession files for the permanent collections will be maintained in fireproof cabinets in the Collections Management Office. These files will contain, but are not limited to, the following: Temporary Custody receipts; deeds of gift or records of sale, including invoices and copies of checks or credit receipts; inventories; correspondence, including copies of emails and notes of phone conversations; research material concerning the objects and their provenance, whether furnished by the donor/vendor or created by staff or other experts; photographs, scans, or other types of images; and insurance information and any valuation records.

- All collections file paperwork generated by the Museum will be printed on buffered, acid-free paper. These files will be stored in archival materials, and notations made on them will be done using archival media.
- Acquisition and object records, along with condition and location histories, cataloguing information, and any other pertinent information collected about any collection and their donors, shall be maintained in the collections management database. The FCPA IT staff is responsible for ensuring the database shall be backed up regularly and that a regularly updated electronic copy is securely stored on an offsite network. It is recognized that electronic information technology changes frequently and it may be necessary to migrate collections information forward as new technology becomes available, while maintaining the security and integrity of the data.
- Prior to accessioning, staff shall be responsible for acquiring as much information about an object as possible, either from the donor or through research, both to determine its acceptability as part of the collection, and to enhance the object's utility to researchers and for exhibition. This information, properly attributed, shall become a part of the object's permanent record.

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#### 5.4.2 PROPERTY COLLECTIONS

- Acquisition records about property collections shall be maintained at the relevant site or in the Collections Management Office, these should include Temporary Custody receipts; deeds of gift or records of sale, including invoices and copies of checks or credit receipts; inventories; correspondence, including copies of emails and notes of phone conversations; research material concerning the objects and their provenance, whether furnished by the donor/vendor or created by staff or other experts; photographs, scans, or other types of images; and insurance information and any valuation records.
- Property object records are maintained, at least, in an access database by site and collection that has been provided by the Collections Manager.

### 5.5 IDENTIFICATION

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#### 5.5.1 HISTORIC AND ARCHIVAL COLLECTIONS

- Each accession into the permanent collection is given a number consisting of the four-digit year during which the accession was completed, followed by a dash and a two-digit number signifying the order in which the accession came into the collection during that year. This is the accession number.
- Upon being cataloged into the collection, each object shall be assigned a unique identifying number. This three-digit number will follow the accession number. A complete number consists

of the accession number followed by a dash, and the unique three-digit number. This number in its entirety shall be affixed to all objects in the Permanent Collection in accordance with currently accepted archival methods. This number may be followed by one or more letters if the item consists of more than one part.

- This identifying number shall be attached to every record, either hard copy or electronic, that pertains to the object.
- This number shall be used to track the movement and usage of the object throughout its tenure at the museum

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### 5.5.2 ARCHAEOLOGICAL COLLECTIONS

- In the field, each provenience shall be assigned a field specimen (FS) number. This number is assigned to all artifacts within a given provenience.
- In the lab, individual artifacts are given a catalog number. This number differentiates different artifacts from the same provenience. A complete catalog number consists of the FS number followed by a period and a four digit catalog number, using leading zeroes when necessary.
- All labeled artifacts will include the eight-character site number (44FXxxxx) followed by the catalog number. This number in its entirety shall be affixed to artifacts within the Permanent Collection in accordance with currently accepted archival methods.
- Each accession into the permanent collection is also given a number consisting of the four-digit year during which the accession was completed, followed by a dash and a two-digit number signifying the order in which the accession came into the collection during that year. This is the accession number.
- This identifying number shall be attached to every record, either hard copy or electronic, that pertains to the artifacts derived from a given project.
- This number shall be used to track the movement and usage of the object throughout its tenure at the museum

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### 5.5.3 PROPERTY COLLECTIONS

- Each item in the property collection is given a unique three-digit identifying number. This number is preceded by the first letter of the site name and the letter designation of the collection, for example, "A" for the architectural collection. Each site will use numbers in sequential order beginning with 001, for each collection. If possible, this number in its entirety shall be affixed to the object in accordance with currently accepted archival methods. This number may be followed by one or more letters if the item consists of more than one part.

## 5.6 USE

- Items from the Permanent Collection may be used, subject to approval by the Collections Manager, in any mission-driven exhibits of the Museum, either in-house or traveling, or by approved borrowers of such objects.

- Items from the Permanent Collection may be used as part of the Museum's public programs or other educational activities, but only if displayed under secure circumstances or, if required to be handled for demonstration, only if handled by the Collections Manager or other trained staff.
- Items from the Museum's Permanent Collection must be protected while on display by appropriate security measures (as determined by the Collections Manager), such as secured vitrines, physical barriers, or frames mounted to the wall with secure hanging devices.
- Identifying numbers shall never be removed from Permanent Collection objects by anyone under any circumstances, unless the Collections Manager deems that an object has been mislabeled and must be relabeled. The old number will only be removed at the same time as the new one is being affixed.
- Items from the Museum's Permanent Collections may not be used as office décor.

## 5.7 APPRAISALS

The Fairfax County Park Authority assumes no responsibility for the appraisal of objects or materials offered as gifts to the Authority. No staff member shall offer to estimate the fair market value of materials or objects or reveal the insurance value of similar items for the purpose of establishing a fair market value for gifts offered or casually brought to the Fairfax County Park Authority. No staff member may suggest a monetary value to a donor, or any other member of the public, for any item for any purpose.

Donors desiring income tax deductions must obtain independent appraisals. Staff may not recommend specific appraisers to a donor, but can refer them to a source, such as the American Society of Appraisers. Should an item offered by a donor be appraised, staff may ask the owner to share the results of the appraisal with the Museum. This information is considered confidential, and shall be recorded in the permanent files and in the collections database

## 6. DEACCESSIONS

Deaccessioning is the formal process of permanently removing accessioned objects and materials from the permanent collection. There are a number of possible reasons that necessitate initiating this procedure, ranging from changing mission and focus, to refinement of the collection to better fit the mission, to the condition of the objects themselves. Because donors typically expect a museum to keep objects entrusted to it in perpetuity, the deaccessioning process must be undertaken in a way that is lawful, ethical, transparent, and in full support of the Museum's mission. All decisions to deaccession should be made thoughtfully and with full understanding of their possible ramifications.

Deaccession and disposal of an object or material does not compromise the Authority's commitment to protect and preserve natural and cultural resources, to discourage illicit trade in such materials, and to respect the special nature of human remains and funerary and sacred objects. Further, the fact that any object meets the below conditions does not mandate that it be deaccessioned.

### 6.1 CRITERIA

Before an object is recommended for deaccessioning, all reasonable efforts shall be made to ascertain that the Authority is legally free to do so. The Collections Manager in consultation with other appropriate staff may recommend an object for deaccessioning if no restrictions prohibit the removal of an object or material from the collection, and if one or more of the following criteria are met:

- The object or material is not relevant or useful to the stated purposes of the Fairfax County Park Authority or is outside the Scope of Collections as stated above.
- The object or material has failed to retain its identity or authenticity, and has deteriorated beyond usefulness or practicable conservation.
- The object or material has been lost or stolen and remains lost for longer than three inventories of the complete collection.
- The object or material duplicates other objects or materials in the collection.
- The Park Authority lacks the resources to preserve the object properly.
- The object is found to be hazardous to other objects or to human health.
- The object has been found to have obtained illegally, either by the Museum or by the donor or vendor, or is determined to be a fake or forgery.
- The object's documentation has been determined to be inaccurate or fraudulent or is missing, lost, or damaged to such a degree that provenience has been lost.
- The object is subject to repatriation under NAGPRA or other applicable laws.

## 6.2 AUTHORITY AND PROCESS

Each object must be individually recommended for deaccessioning in writing on the Park Authority's *Deaccession and Disposal* form and include the object's source, estimated market value, reason for recommending deaccessioning, and suggested method of disposal.

The Resource Management Division Director may approve the deaccessioning of an object from the Permanent Collection for transfer to another Fairfax County Park Authority collection if it more properly meets the criteria of the other collection.

Objects of modest value (\$1000 or less) and objects that have lost their physical integrity, and thus their interpretive, historical and market value, may be deaccessioned and disposed of upon approval of the Director of the Fairfax County Park Authority. These include objects that have been lost or stolen for three inventories of the complete collection and objects that have deteriorated beyond their usefulness or practicable conservation. The Fairfax County Park Authority Board must be advised of all such deaccessions.

In all other instances the procedure for deaccessioning is as follows:

- The Collections Manager in consultation with other appropriate staff recommends an object for deaccessioning in writing, using the Authority's *Deaccession and Disposal* form.
- The Cultural Resource Management and Protection Branch Manager reviews the recommendation. If approved, the recommendation to deaccession is forwarded to the Director of the Resource Management Division.

- The Director of the Resource Management Division reviews the recommendation. If approved, the recommendation to deaccession is forwarded to the Director of the Fairfax County Park Authority.
- The Director of the Park Authority reviews the recommendation. If approved, the recommendation to deaccession is forwarded to the Fairfax County Park Authority Board.
- The Board reviews and approves or disapproves the recommendation. Except in the cases noted above, approval by the Fairfax County Park Authority Board is necessary to formally deaccession an object.

### 6.3 DISPOSAL

When an object has been approved for deaccessioning, there are several options available for proper disposal of the materials. The following principles should be used as a guide for disposal.

- When appropriate, objects may be transferred from the Permanent Collection to the Property Collection.
- The Museum does not offer deaccessioned objects back to donors or their heirs. It does not notify donors or their heirs of the disposition of deaccessioned objects unless such notice is judged to be critical in maintaining the good will of the donors.
- Every effort shall be made to place deaccessioned objects with another museum or cultural institution by offering them for transfer, exchange, or sale and advertising in appropriate professional media, thereby keeping the material accessible to the public.
- If no museum or institution expresses interest in acquiring the deaccessioned object through transfer, exchange, or sale, it is placed at auction for sale to the general public. Every effort will be made to ensure the transparency of the transaction.
- Objects in irreparable condition or considered hazardous may be physically destroyed.
- Human remains, funerary objects, sacred objects, and objects of cultural patrimony are returned to lineal descendants or culturally affiliated Indian tribe as required by the Native American Grave Protection and Repatriation Act (NAGPRA) of 1990. All museums that receive federal funds must comply with this legislation.
- No member of the Fairfax County Park Authority Board, staff, or their immediate families or representatives may purchase or otherwise acquire any deaccessioned object.
- Upon deaccessioning and disposal, all records pertaining to the object are kept, but updated as to their deaccessioned status. In no way are any documents or other records concerning the object disposed of or destroyed.
- Disposal of collections through sale, trade or research activities is solely for the advancement of the Authority's mission. All proceeds realized from the sale of a deaccessioned object are placed in the Collections fund account specifically designated for acquisitions to or conservation of objects in the Permanent Collection.

### 7. LOANS

In order to augment its interpretive programs, the Museum may borrow objects or traveling exhibits from other public institutions or from private individuals. It may also, under Temporary Custody, accept short-term custody of objects belonging to others for the purposes of identification, digitization for the Museum's reference files, research, or consideration for acceptance into one of the Museum's collections.

Loans are limited to educational, cultural, or scientific institutions; service providers such as conservation laboratories or exhibit preparation companies; and archaeological contractors for comparative study or collections care activities. Loans to private individuals are prohibited, though individual researchers are encouraged to use the collection at FCPA facilities by following the access guidelines outlined later in this document.

Likewise, recognizing that its own objects might benefit other museums or selected nonprofit institutions, the Museum may lend objects to such museums or nonprofits for purposes directly related to their institutional missions.

All loans, incoming or outgoing are to be entered into the collections management database. All loan forms are to be kept on file permanently in the Collections Management Office. Loan files shall include correspondence, certificates of insurance, facilities reports, packing and shipping information, and any other information pertaining to the Museum's responsibilities toward loaned or borrowed objects.

All loans are proposed by the Collections Manager and must be signed off on by the Director of the Resource Management Division.

## 7.1 OUTGOING LOANS

### 7.1.1 GENERAL GUIDELINES

- Requests to borrow objects from the Museum's collections must be made in writing at least two months prior to the scheduled pickup or shipment date.
- The Museum reserves the right to charge fees to the borrower to cover any or all of the costs associated with the loan, including but not limited to those for research, handling, conservation, photography, condition reporting, packing, shipping, and insurance.
- The Collections Manager reserves the right to refuse the loan of any objects deemed too fragile, rare, important, or valuable or objects that are being used in an exhibition or that are the subject of ongoing research.
- The Museum will lend no objects to which it does not have clear title; nor will it lend any objects, themselves on loan from other museums or individuals, without written permission from the owner.
- The Museum will execute an Outgoing Loan Form with the borrowing museum that includes a complete inventory of objects being borrowed along with their insurance values.
- The borrowing museum must provide a Standard Facilities Report indicating satisfactory environmental conditions and safety and security provisions in facilities where the borrowed objects will be received, stored, unpacked, prepared for exhibit, exhibited, repacked, and held

prior to return. The borrowing museum may also be required to provide a loan history to the Museum. The Collections Manager reserves the right to refuse to lend objects to any facility deemed unsuitable to protect the items properly.

- The borrower agrees that loaned items shall not be used for commercial or other revenue-generating purposes without written authorization from the Park Authority.
- The borrowing institution shall NOT make third-party loans.
- The Museum shall retain the right to recall a loan with 30 days' notice or upon request if an object is determined to be at risk.
- Any exhibit, citation, photograph, or illustration of FCPA loaned materials shall be credited to the FCPA according to the specifications outlined in the Outgoing Loan Agreement. The Borrower shall provide, without cost, a copy of any publication or report featuring loaned items.

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#### 7.1.2 INSURANCE

- The borrower must provide a certificate of insurance with all risk, wall-to-wall coverage sufficient for the valuation provided by the Museum on the loan contract. This valuation shall be consistent with fair market value as far as possible.
- The Museum must be notified in writing at least fourteen days prior to any cancellation or meaningful change in the borrower's policy. Lapses in coverage, failure to secure insurance, or inaction by the Museum will not release the borrower from liability for loss or damage.

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#### 7.1.3 TRANSPORTATION AND PACKING

- The Museum will notify the borrower when the loan has been shipped, identifying the carrier and giving the expected delivery date.
- All objects loaned by the Museum will be packed in such a way as to ensure their safety in transit. Shipping of objects will be by a fine arts carrier approved by the Museum.
- The Fairfax County Park Authority will be credited in all exhibit labeling of borrowed objects as outlined in the Outgoing Loan Agreement. The Museum must give permission for any images of the objects to be used in catalogues, labels, and publicity for the exhibit.

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#### 7.1.4 CARE

- All objects being shipped to a borrower will be clearly marked and accompanied by outgoing condition reports and scans or photographs.
- The borrower will be expected to maintain the same standards of care and handling as those maintained by the Museum, and to comply with any special considerations placed upon them in writing by the Museum, such as light restrictions. Should the borrower fail to provide proper care and security for the borrowed objects, or to satisfy the terms of the contract, the Museum may recall the loan prior to the end of the period specified in the contract.
- Borrowed objects are not to be used as hands-on or demonstration teaching aids unless this use is specifically permitted in the loan contract.

- The borrower will notify the Museum of any evidence of damage at the time of receipt of the loan or while the objects are in the borrower's custody.
- The borrower will make no attempt to clean, repair, or restore objects on loan from the museum unless with express permission from the Museum's Collections Manager.
- Borrowed objects are not to be removed from their frames or mounts for the purpose of photography, or for any other reason.
- Access to loaned objects by individuals shall be restricted by the borrower to qualified personnel, or researchers. Borrower will be responsible for any misconduct by persons using loaned items.
- Borrower will provide access to the Lender's staff or their representatives during regular hours of operations upon request.

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#### 7.1.5 RETURN

- All borrowed objects are to be returned on or before the end of the period specified in the loan contract, unless the loan has been renewed in writing for a specified additional period.
- All borrowed objects are to be returned in the same condition and packed in the same or similar manner as when they left the Museum. They are to be returned by the same or similar carrier, approved by the lender. The borrower will notify the Museum when the loan has been shipped, identifying the carrier and giving the expected delivery date.
- Upon unpacking, all returned loan objects shall be examined and their condition noted on the condition report forms that accompanied the loan. Any changes not already communicated to the Museum by the borrower will be reported immediately to the borrower and evaluated for possible insurance claim.

### 7.2 INCOMING LOANS

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#### 7.2.1 GENERAL GUIDELINES

- It must be clear that all incoming loans are made solely in support of the mission and programs of the Museum.
- All borrowing of objects from museums or private individuals must be done in such a manner that there is no actual or apparent conflict of interest; nor may the lender imply any enhancement of the value of the borrowed objects by their loan to the Museum.
- The Museum will only borrow objects to which the lender has clear title.
- There must be a written loan agreement, signed by the Museum and the lender, stipulating the purpose and duration of the loan, and containing a complete inventory of all the objects being borrowed.
- The Museum will accept no indefinite or permanent loans; renewals for fixed periods may be negotiated with the lender.
- The loan agreement must contain complete contact information for the lender and for anyone acting as the lender's agent in picking up the object/s at the end of the loan period; anyone

acting as such agent must have written authorization from the lender. The lender is responsible for informing the Museum in a timely manner of any changes of ownership or of address that affect the loaned objects.

- The loan agreement will clearly state acceptable uses of the objects, or of images of the objects, and any restrictions.
- The loan agreement will provide guidelines for the installation of the objects.

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### 7.2.2 INSURANCE

- The loan agreement must clearly state who is responsible for insuring the object in transit and during its stay at the Museum, and the lender will provide a value for such coverage, which shall be the sole amount of recovery payable by insurance in the case of loss or damage. Museum staff will not place a value on any borrowed object, nor will the Museum arrange or pay for an appraisal.
- If the Museum insures the loan, a certificate of insurance will be provided to the lender.
- If the lender maintains their own insurance coverage, the Museum must be named as additional insured under the lender's insurance contract. In addition, the Museum shall ask that waiver of rights of subrogation be included in the insurance contract.
- Should the lender waive insurance, they must agree to hold the Museum harmless from any liability for damages to, or loss of, the loaned property in transit to or from and while at the museum site.

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### 7.2.3 TRANSPORTATION AND PACKING

- The loan agreement will stipulate who is responsible for packing and shipping costs, and the manner of such packing and shipping.
- The Museum will retain the original shipping containers and packing materials, and reuse them in packing the objects for return. If, in the Museum's estimation, the packing methods or materials are substandard, the lender's permission will be sought before substitutions are made.
- The lender will notify the Museum when the loan has been shipped, identifying the carrier and giving the expected delivery date.

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### 7.2.4 CARE

- Each object must be clearly identified with a written description, an attached number, and a photograph or digital image.
- Each object must be accompanied by an outgoing condition report from the lender that will be updated by the Museum upon receipt of the object and upon return to the lender.
- The Museum will give the same or higher standard of care to loaned objects as that given to items in its permanent collection; it will not borrow objects for which it cannot provide adequate storage or appropriate exhibition conditions.

- The Museum will notify the lender immediately of loss or of any damage to the objects. Should such damage occur, the Museum will make no attempt to clean, repair, or restore any borrowed object except by express permission of the lender. In exception to this rule, should the condition of the items constitute a hazard to other objects or to human health, the Museum will notify the lender immediately detailing emergency actions taken to mitigate the hazard.

#### 7.2.5 RETURN

- It is the responsibility of the Lender or the Lender's agent to notify the Museum, in writing, if there is any change in ownership of the objects or if there is a change in the identity or address of the Lender.
- All possible effort shall be made to return the objects to the lender at the end of the loan period in the manner stipulated in the loan agreement.
- The Museum will notify the lender when the loan has been shipped, identifying the carrier and giving the expected delivery date.
- The Museum assumes no responsibility to search for a Lender who cannot be reached at the address of record. If no arrangements for disposition of the lender's property have been made within one year following the termination of the loan, unrestricted title to the property shall be considered transferred to the Museum. Abandoned collections will be dealt with according to the laws of the Commonwealth of Virginia and the policies of this institution (see below).

## 8. OBJECTS IN CUSTODY/FOUND IN COLLECTIONS

Items designated as objects in custody or found in collections are elements for which the Museum is responsible, but have been found to be abandoned or unclaimed and remain without status after attempts to reconcile them. These objects, without clear legal title, will be evaluated on a case-by-case basis. Each object will be assessed to determine whether or not there is any evidence regarding the object's provenance, be it a lender or a donor. Next, the object or collection of objects will be evaluated as to their relevance to the Museum's mission, their physical condition, and their value to the Resource Management Division. A decision will be made as to whether or not to add the object to the Permanent Collection or the Property Collection. Finally, if the object is not to be added to the Permanent Collections, a method of disposal must be determined. The Commonwealth of Virginia has provided provisions for the disposition of property loaned to museums in the Virginia Code, Chapter 11.2, Title 55, Subsections 55-210.31-38.

*§ 55-210.37. Acquiring title to undocumented property.*

*A. A museum shall have the authority to acquire legal title to undocumented property if the museum can verify through written records that it has held such property for five years or longer, during which period no valid claim to the property has been asserted and no person has contacted the museum regarding the property, by complying with the following procedure:*

*1. The museum shall cause to be published a notice once a week for two consecutive weeks in a newspaper of general circulation in the county or city in which the museum is located, and in a*

*newspaper of general circulation in the county or city of the lender's last known address, if different from the county or city in which the museum is located. The notice shall include:*

- a. A brief and general description of the property;*
- b. The date or approximate date of the loan or acquisition of the property by the museum, if known;*
- c. Notice of the museum's intent to claim title to the property if no valid claims are made within sixty-five days following the date of the first publication of the notice under this subdivision;*
- d. The name, address and telephone number of the representative of the museum to contact for more information or to make a claim; and*
- e. If known, the name and last known address § 55-210.37. Acquiring title to undocumented property.*

*2. If no valid claims have been made by the end of the sixty-five day period following the date of the first publication of the notice under subdivision 1 c of this subsection, the museum shall cause to be published a second notice once a week for two consecutive weeks in a newspaper of general circulation in the county or city in which the museum is located, and in a newspaper of general circulation in the county or city of the lender's last known address, if different from the county or city in which the museum is located. The second notice shall include:*

- a. A brief and general description of the property;*
- b. The date or approximate date of the loan or acquisition of the property by the museum, if known;*
- c. Notice that the museum claims title to the property as of the date of the end of the sixty-five day period following the date of the first publication of the notice under subdivision 1 of this subsection; and*
- d. If known, the name and last known address of the lender.*

*B. Upon compliance with the requirements set forth in subsection A, clear and unrestricted title is transferred, as of the date specified in subdivision A 1 c of this section, to the museum and not to the Commonwealth.*

*§ 55-210.38. Status of property loaned to or deposited with museum prior to July 1, 2002.*

*Except as otherwise provided in a written agreement between a lender and a museum, property loaned to or deposited with a museum prior to July 1, 2002, may be discarded or transferred to another museum located in Virginia provided that (i) the notice provisions of §§ 55-210.35 and 55-210.36 have been complied with and (ii) such property is held by the museum receiving the transfer for at least three years before it sells or disposes of such property.*

## 9. CARE OF COLLECTIONS

### 9.1 GENERAL GUIDELINES

The Museum regards the preservation and conservation of its collections of the utmost importance. Care of the collections is a continuing responsibility accepted by the Museum on behalf of the general public. The Museum shall carry out the legal, ethical and professional responsibilities required to provide necessary care for all collections acquired, borrowed or placed in the Museum.

- The Museum shall provide information and training opportunities to all staff on the proper care of collections.
- The Museum will conserve and maintain its collections according to professional museum standards.
- The Museum will provide all of its collections a clean, secure and stable collection environment suitable for the maintenance of the physical integrity of the artifacts.
- In general, the Museum will preserve artifacts in the condition the artifacts were received in at the time of the Museum's acquisition. The Museum will not necessarily assume a responsibility to restore artifacts to their condition when new.
- The Museum will maintain adequate work and storage areas as well as adequate staff levels to render proper conservation and collections maintenance possible.
- The collections staff will maintain, as part of its registration procedures, information regarding condition and changes in condition of all Permanent Collection artifacts.
- All conservation or restoration efforts, whether by staff or contracted outside professionals, will be under the Collections Manager's direction. Likewise, the use of any cleaning product, method or instrument upon Permanent Collection artifacts will have the prior approval as mentioned above.
- The environmental conditions of the storage areas will be maintained at the recognized museum standards and will be monitored by site staff under the direction of the Collections Manager.
- Movement of any artifacts within the collections shall be under the supervision of the Collections Manager. Permanent collection objects shall not be removed from storage areas or from exhibit unless for legitimate reasons as approved by the Collections Manager.
- All methods of packaging artifacts in the collections are under the supervision of the Collections Manager to insure proper cleaning, handling, and packaging of artifacts.
- Only properly trained staff, volunteers, and interns should handle collections.
- Non-collections staff, board members, interns, volunteers, and members of the public are not permitted to enter storage areas with legitimate reason, nor in the absence of collections staff unless by prior permission or in an emergency situation.
- Contractors, inspectors, and non-authorized staff whose work requires their presence in collections storage areas must be accompanied by a designated staff member at all times. If such work requires protection or relocation of collections objects, this work must be done by a trained staff member.

## 9.2 INVENTORY

Limited staff and a busy schedule make regular comprehensive inventory of the complete collection impracticable. However, every three years the contents of each site shall be inventoried in their entirety under the direction of the Collections Management Office and with support from site staff.

Inventory information in the database is updated whenever objects are handled in the course of regular collections work, comprising a de facto spot check.

### 9.3 CONSERVATION

- Since the Museum has no staff conservator, the Collections Manager and trained volunteers and interns shall perform only minimally invasive cleaning procedures on objects in the collection.
- No cleaning, repair, or other actions shall be performed on borrowed objects without the written permission of the lender.
- Museum staff, interns, and volunteers shall not perform repairs or conservation treatment on permanent collections objects.
- Recognizing the limited funds available to the Museum for conservation of collections objects, the need for conservation treatment shall be determined on a case-by-case basis, with priority given to objects needed for exhibition, or significant objects whose instability requires intervention.
- Conservation treatment may only be authorized by the Collections Manager.
- Any conservator hired to treat museum collections objects shall be a member of the American Institute for Conservation or similar professional association, and will have demonstrated expertise in the appropriate type of material.
- Any conservator hired to treat museum collections objects will be asked for a resume and a portfolio or references from institutions whose collections they have treated.

## 10. INSURANCE AND RISK MANAGEMENT

Fairfax County is self-insured. Under this policy a wall-to-wall fine arts floater policy, issued by a qualified insurance agency, covering all owned and borrowed objects on site, off site, and in transit, is maintained. The policy does not require valuation of the Museum's collections, but rather is intended to insure for maximum probable loss.

The Resource Management Division will maintain an up-to-date disaster plan that includes instructions for reporting, responding to, and recovering from any emergency that involves collections.

The County maintains a disaster recovery contract, meant to cover objects, artifacts, archives, and public records held on County property.

## 11. ACCESS

### 11.1 CONDITIONS

It is understood by museum staff, and shall be made clear to the public, that no use of or activity involving Permanent Collections objects shall take priority over the care and safety of these objects. Furthermore, any such usage must conform to the Museum's mission, be ethical and legal, and must respect the integrity of the objects and of information about them.

In general access to the collections by the public is accomplished through exhibits, public programming, and loans and exchanges. Further access to the collections may be provided for research and scholarship opportunities by permission from the Collections Manager. The conditions for access to collections are as follows:

1. Access to collections and/or to secure area by researchers is by appointment only. Any limitations imposed on access due to conditions, staff availability, and security considerations must be imposed equally on all users, including park staff's research. Persons needing to have access are urged to make their requests known to the designee as far in advance as possible.
2. Prospective visitors should be aware that the staff is extremely busy at certain times of the year and that authorized staff may not be available to assist them at those times. Accordingly, it is suggested that persons needing access make an appointment and be prepared to discuss alternative times with the staff when they submit their requests.
3. The decision to allow access may depend upon the condition of the materials, the availability of space for the requestor to work, and appropriate supervisory staff.
4. Registration of all researchers (including those inquiring through the mail, on the phone, or Internet) is required. Registration information must include full name, telephone numbers(s), institutional affiliation, research topic and publication plans. Further information such as resumes, research objectives, relevant data, timetables, and schedules may be necessary based on the scope of the project.
5. All non-staff visitors and all staff visitors who are not designated as authorized staff will be accompanied at all times by authorized staff when in museum collection storage areas or when working with original museum and archival materials.
6. All visitors must sign in and out of museum collection storage area(s) and reference study rooms on the "Visitor Log".
7. Smoking, drinking, and eating are prohibited in collection storage and work spaces and reference study rooms. Suitcases, briefcases, overcoats, plants, animals, except guide dogs, are not allowed in collection storage and study areas. Researchers must use pencils/paper or portable computers for taking notes.
8. All guidelines for handling objects must be read and signed by ALL collections users, whether staff or non-staff. These guidelines are published separately and may be requested in advance of a visit. A copy of the guidelines will also be provided to each user at the time he/she arrives.
9. The following conditions may be applied for granting access to the collections for possible use:

- a. The researcher must agree to abide by any copyrights and state privacy and publicity legislation as well as duplication, publication, and citation policies.
- b. All researchers intending to use information from the collections must fill out a *Notice of Intent to Publish or Use* form and acknowledge FCPA or the appropriate Federal Agency as the source.
- c. As a courtesy, two copies of completed research papers, publications, CD-ROMs, screen captures of World Wide Web work, work derived from researching the collections, or anything which contains photographs of objects in the collections or copies of documents in the archival collections, shall be provided. Copies of formal reports and other published materials shall be provided at the researcher's expense. Copies of drawings, photographs, and other products of research shall be provided at the researcher's expense, except when doing so constitutes an economic burden, in which case the designee can elect to defray or waive the requirement for the researcher to provide the materials.

## 11.2 RESTRICTIONS

Due to the nature of museum property and the necessity of protecting sensitive archaeological site data and preserving museum objects in perpetuity, certain restrictions are necessary.

1. The FCPA acknowledges the proprietary nature of archaeological site locations, and will restrict this information from the general visiting public and casual collection user.
2. The FCPA acknowledges the value of destructive analysis and will consider all legitimate requests of this nature. Such uses cannot be in conflict with curation regulations and policies and must be approved by the CRMPB Manager and the Collections Manager.
3. All museum property covered by the Native American Graves Protection and Repatriation Act will be restricted as to its use based on that law. Research uses not in conflict with NAGPRA will be considered with appropriate consultation.
4. The FCPA will not accept collections that place restrictions or conditions on their use, unless they are approved by the Director of the Park Authority.

## COMPLIANCE AND UPDATES

Violations of any of the provisions of this policy shall be reported to the Director of the Resource Management Division.

This policy shall be reviewed by the Collections Manager every five years, or at any time that circumstances warrant.

Updates to this policy shall be presented to the Resource Management Committee of the Fairfax County Park Authority Board for a vote of approval.

**Appendix 15a Fairfax County Park Authority  
RESOURCE MANAGEMENT DIVISION  
Institutional and Professional Code of Ethics for Museum Operations**

The Fairfax County Park Authority (FCPA) is a publicly funded agency, chartered by the Commonwealth of Virginia and created by the Fairfax County government for the purpose of acquiring, protecting, and managing public spaces for present and future generations. The mission of the Resource Management Division (RMD), as an operating division of the Park Authority, is to identify, preserve, and interpret the cultural, natural, and horticultural resources of Fairfax County.

The role of the Resource Management Division is that of responsible stewardship of resources held in the public trust for the County. This responsibility includes the preservation of historic sites, archaeological sites, artifacts, objects, and records, and the use of these resources in accordance with professional practices and standards of scholarship. As stewards of this wealth, we are obligated to advance understanding and appreciation of these resources. Affirming the Mission Statements of the Park Authority and the Resource Management Division, we ensure the prudent application of our resources to protect and maintain the county's heritage to maintain public confidence in the fulfillment of this mission.

Grounded and organized in the tradition of public service and stewardship, the Fairfax County Park Authority's Resource Management Division reaffirms its commitment to responsible public service and stewardship goals for present and future generations. The Fairfax County Park Authority's Resource Management Division accepts this Institutional and Professional Code of Ethics as a framework for professional service. It serves as a supplement to those behavioral guidelines established for all employees<sup>1</sup> in the Employee Handbook, *Code of Ethics* and its associated *Standards of Conduct*.

### **Governance**

The governance of the Fairfax County Park Authority is a responsibility that directs the institution's service to the community. The governing authority protects and enhances the Resource Management Division collections, programs and services and its physical, human and financial resources. It ensures that all these resources support the Fairfax County Park Authority and the Resource Management Division missions, respond to the pluralism of society, and respect the diversity of the natural and cultural commonwealth.

Thus, the governing authorities of the Fairfax County Park Authority and the Resource Management Division ensure that:

- All those who work for or on the behalf of the Resource Management Division understand and support its mission and public trust responsibilities
- All employees and Board members understand and fulfill their trusteeship and act corporately, not as individuals

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<sup>1</sup> The term "employees" as used here includes all personnel, volunteers and all elected and appointed officials working on behalf of Fairfax County.

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- The Resource Management Division collections, programs and services and its physical, human and financial resources are protected, developed and maintained in support of Resource Management Division mission
- They are responsive to and represent the interests of their citizenry
- They maintain a relationship with staff in which shared roles are recognized and separate responsibilities are respected
- Working relationships among Fairfax County Park Authority Board Members, employees, and volunteers are based on equity and mutual respect
- Professional standards and practices inform and guide operations
- Policies are articulated and prudent oversight is practiced
- Financial records are maintained in order to manage in a fiscally sound manner as a matter of public trust
- Governance promotes the public good rather than individual financial gain

### **Collections**

The distinctive character of museum ethics derives from the ownership, care and use of objects, artifacts, specimens, and living collections representing Fairfax County's natural and cultural common wealth. Ever conscious that stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility and responsible disposal, the Fairfax County Park Authority's Resource Management Division ensures that:

- All collections activities are directed by Appendix 15 – Guidelines for Collections Management and Appendix 16 – Guidelines for Living Collections Management Plants and Animals.
  - Collections in its custody support its mission and public trust responsibilities
  - Priority is given to the care and management of collections, such that collections in its custody are protected, secure, unencumbered, cared for and preserved
  - Collections in its custody are lawful held, accounted for, and documented
  - Access to the collections and related information is permitted and regulated
  - Collections shall not be made available to any individual on any basis for personal use, either on or off the premises, or for any purpose contrary to the adopted collections policies
-

- Collections shall not be capitalized or treated as financial assets
  - Collections shall be acquired, cared for, and interpreted with sensitivity to their cultural and natural origins
  - The unique and sensitive nature of human remains and funerary and sacred objects is recognized as the basis of all decisions concerning such collections
  - Collections-related activities promote the public good rather than individual financial gain
  - The Resource Management Division shall not make purchases of historic objects for acquisition that would result in financial gain for Fairfax County Park Authority Board members or Resource Management Division staff members or volunteers
  - No staff member may reproduce objects from Resource Management Division collections for private sale or gain
  - No Resource Management Division staff member shall use or disclose to unauthorized persons any confidential information regarding collections as a means of making private profit
  - Competing claims of ownership that may be asserted in connection with objects in its custody should be handled openly, seriously, responsively and with respect for the dignity of all parties involved
  - Resource Management Division staff members shall always act to preserve the physical and intellectual integrity of their collections
  - Fairfax County Park Authority Board members and Resource Management Division staff members are discouraged from collecting privately in competition with the Resource Management Division or in any manner that conflicts with its interests or credibility
  - Reproductions, replicas, and copies are permanently marked as facsimiles to avoid confusion with the original
  - All employees with direct responsibility for museum collections management have the knowledge, skill, and ability to perform assigned jobs
  - A current Museum Collections Emergency Operations Plan identifying actions required for preparedness and response to protect collections and human health and safety under all risks will be maintained
-

### Acquisition and Disposal

- Acquisition, disposal and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials
- Acquisition, disposal and loan activities conform to its mission and public trust responsibilities
- Objects are acquired only if they can be managed according to established policies and standards.
- Only unconditional gifts are accepted unless the FCPA Director makes exception on a case-by-case basis
- Disposal of collections through sale, trade or research activities is solely for the advancement of the Resource Management Division mission
- Collections shall not be deaccessioned or disposed of in order to provide financial support for institutional operations or facilities maintenance
- All proceeds realized from the sale of a deaccessioned object are placed in the Collections fund account specifically designated for acquisitions to or conservation of objects in the Permanent Collection. All proceeds realized from the sale of a deaccessioned plant or animal are placed in the fund account for the park or museum that organism was assigned to and should specifically be designated for acquisitions to or conservation of plants and animals within that site's Live Collection.
- No Fairfax County Park Authority Board member, Resource Management Division staff member, or their immediate families or representatives may acquire any deaccessioned object

### Programs

The Fairfax County Park Authority's Resource Management Division serves the community by advancing an understanding and appreciation of its mission to preserve the county's cultural and natural heritage through exhibitions, research, scholarship, publications, and educational activities and services. These programs further the Resource Management Division's mission and are responsive to the concerns, interests and needs of Fairfax County. Thus Fairfax County Park Authority's Resource Management Division ensures that:

- Programs support its mission and public trust responsibilities
  - Programs are founded on scholarship and are marked by intellectual integrity
-

- Programs are accessible and encourage participation of the widest possible audience consistent with the mission and resources
- Programs reflect the cultural context of subject matter and respect pluralistic values, traditions and concerns
- Revenue-producing activities that involve relationships with external entities are compatible with Resource Management Division's mission and support its public trust responsibilities
- Programs do not use collections except as specifically allowed within the institution's collections policy
- Programs support the public good rather than individual gain
- Control of a product (e.g. exhibition, publication, program) shall neither be delegated nor abrogated to outside parties in order to obtain financial support

### **Interpretation**

Interpretation of Fairfax County's natural, cultural and horticultural resources develops intellectual and emotional connections between the public and those resources. The interpretation of the natural and cultural common wealth of Fairfax County is compatible with the mission of Fairfax County Park Authority's Resource Management Division. All interpretation will be designed and implemented in order to further the mission of the Resource Management Division. Cultural and natural interpretation may be presented in a variety of formats. All interpretive activities are responsive to, and serve the needs, concerns, and interests of Fairfax County. Thus the Fairfax County Park Authority's Resource Management Division ensures that:

- All interpretation must be based upon sound scholarship and must accurately reflect the facts as they have been documented
- Interpretation must take special care not to dilute or ignore accuracy and inclusiveness for the sake of public entertainment and popularity
- Interpretation must accurately reflect the context of the subject matter
- No interpretation shall use historic collections in a consumptive manner that is counter to the restrictions and guidelines specified within established policies
- Interpretation promotes the public good rather than individual financial gain

# APPENDIX 16- GUIDELINES FOR LIVING COLLECTIONS MANAGEMENT: PLANTS AND ANIMALS

This document formalizes Guidelines for Living Collections Management standards into a single document that addresses the Fairfax County Park Authority's responsibilities to its living collections and the public for whom the collections are held in trust.

APPROVED 3/9/2016

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# Guidelines for Living Collections Management: Plants and Animals

## 1. MISSION, VISION, AND VALUES

### 1.1 PARK AUTHORITY MISSION

To set aside public spaces for and assist citizens in the protection and enhancement of environmental values, diversity of natural habitats, and cultural heritage to guarantee that these resources will be available to both present and future generations; to create and sustain quality facilities and services which offer citizens opportunities for recreation, improvement of their physical and mental well-being, and enhancement of their quality of life.

### 1.2 PARK AUTHORITY VISION

The Fairfax County Park Authority strives to inspire and sustain a passion for parks and leisure experiences that enhances our community's quality of life.

### 1.3 PARK AUTHORITY VALUES

These values describe the essence of our organization:

- **Enhancing Stewardship:** We are stewards for a wonderfully rich community trust of natural and cultural resources. We will provide leadership to expand awareness, appreciation and protection of this heritage.
- **Fostering Diversity:** We embrace the diversity of our community and seek to provide every resident with a wide variety of park experiences and recreational opportunities.
- **Developing Partnerships:** We believe seeking and maintaining active partnerships with neighborhood and community organizations and individuals are essential to becoming a vital and treasured component of the communities we serve.
- **Providing Quality and Value:** We are committed to providing high quality facilities and services that offer superior value and prompt efficient service to our customers and the community.
- **Communicating Effectively:** We strive for productive two-way communication with residents and our staff to allow all to participate fully in creating quality parks and services.
- **Valuing Our Workforce:** We believe our paid and volunteer staff is the key ingredient to our success and commit to creating a participative, team-oriented organization including career development opportunities and meaningful recognition.
- **Demonstrating Fiscal Responsibility:** We are committed to building and preserving a park system that meets the community's needs in a cost effective, fiscally responsible manner.

## 1.4 RESOURCE MANAGEMENT DIVISION MISSION

We interpret and preserve Fairfax County's natural and cultural resources for the enjoyment, health and inspiration of current and future generations.

## 1.5 PARK AUTHORITY GUIDING PRINCIPLE STATEMENT

The Fairfax County Park Authority recognizes that stewardship of live plant and animal collections entails the highest public trust and strives to manage the living collections under its authority utilizing the best industry ethical and professional standards to guide its actions.

## 2. STATEMENT OF AUTHORITY

The Fairfax County Park Authority (FCPA) derives authority from both the commonwealth of Virginia and the Fairfax County government. The Virginia State Code §15.2-5700-15.2-5714, known as the Park Authorities Act, allows the establishment of a park authority with the power to acquire, purchase, lease as lessee, construct, reconstruct, improve, extend and maintain parks within the geographical jurisdiction of the authority's participating locality as well as conduct all business associated with those actions.

The Fairfax County Park Authority Board is appointed by the Fairfax County Board of Supervisors. These 12 appointees are comprised of one representative from each of the nine magisterial districts, plus three at-large members. The board sets policy and establishes priorities for the park agency. The Park Authority Director interprets, implements, and administers all policy decisions of the Park Authority Board. It is the role of Park Authority staff to develop appropriate procedures for implementing policy decision.

The Director of the Fairfax County Park Authority has assigned responsibility for the live plant and animal collections to the Resource Management Division (RMD). The Resource Management Division Director has delegated administration of all living collections to Park Managers, who have responsibility for living plant and animal collections. Park Managers who wish may seek guidance regarding AAM directives from the Museum Collections Manager. Specific procedures for the appropriate care and management of all living collections are set forth in the Living Collections Procedures Manual and are based on standards of the American Alliance of Museums, and County, Commonwealth, and Federal requirements where appropriate.

The Resource Management Committee of the Park Authority Board is responsible for the review of the Live Collections Management Policy. Staff shall revise collections management policies, procedures, and manuals as necessary to comply with professional practices and Commonwealth guidelines.

In addition, the Park Authority is bound by the following federal legislation and regulation as well as the following Park Authority Policies:

### **Federal Law**

- United States Code Section 16-1531 – 1543: Endangered and Threatened Species of Animals
- US Migratory Bird Act
- USDA Livestock Laws

### **Commonwealth of Virginia Law**

- Code of Virginia
  - Title 3.2 Chapter 8 Noxious Weeds
  - 2 VAC 5-317-20: Tier 1 and Tier 2 Noxious Weeds
  - Section 29.1 – 412, 417, 418: Scientific Collection Permit
  - Section 29.1 – 521: Trap, Possess, or Transport Wild Birds and Animals
  - Section 29.1 – 557: Possession of Wild Birds, Animals, and Fish as Property of the Commonwealth.
  - 4 VAC 15-20-160: Nuisance Species Designated
  - 4 VAC 15-30-10 – 50: Possession, Importation, Sale, Liberation, and Permits Required for Wild, Predatory, Undesirable, or Nonnative (exotic) Animals or Birds.
  - 4 VAC 15-290-60: Holding Wild Animals for Exhibition Purposes

### **Regulations**

- FCPA Regulations authorized under Section 15.2-5704(17) of the Code of Virginia:
  - Section 1.05: Domestic Animals
  - Section 1.10: Hunting and Trapping
  - Section 1.15-B, C, D: Protection of Park Property
  - Section 1.18: Restricted Areas
  - Section 1.22: Wildlife and Habitat Protection

### **Policies**

- Fairfax County Park Authority Policy 206, Museum and Archaeological Collections
- Fairfax County Park Authority Policy 207, Live Collections Management

## **3. SCOPE OF COLLECTIONS**

The living plant and animal collections are an indispensable vehicle through which the FCPA fulfills its mission. Living Collection items are displayed at sites, in programs and events, in gardens, greenhouses or buildings, in both long-term and changing exhibitions to enrich the visitor experience, to inspire appreciation for the county's flora and fauna, and to develop connections between visitors and the county's resources that promote their stewardship. Display and use of live collections must enhance site, division, and agency goals concerning pertinent educational messages. Some live collections may be held to support research specifically related to the county's natural and cultural history and/or its resource management. All FCPA sites have, manage, or maintain plant material for aesthetics and/or education. Only those sites which develop, manage, and maintain a plant collection as a public garden will be bound by this policy.

Plants and animals will be evaluated for inclusion within the collection by park staff and with the approval of the Park Manager. All living collections will be managed according to professional public garden and animal care standards to effectively serve the collection, exhibit, educational, and resource management needs.

### 3.1 FOCUS FOR PLANT COLLECTIONS

The plant collections held by the FCPA reflects the diversity of plant material that is available for culture, demonstration and display in gardens and display greenhouses of the Mid-Atlantic region. Each public garden will maintain its own scope of collections which reflects the mission and purpose of the garden. Plants may be procured to enhance the objective of a particular garden space, to educate gardeners at all levels, and to promote stewardship of the natural world. As a participant in the American Public Gardens Association's Plant Collections Network, Green Spring Gardens also curates a collection of species and cultivars of genus *Hammelis*, commonly known as witch hazels. At minimum plants designated as highly invasive as per the Department of Conservation and Recreation Natural Heritage Program Virginia Invasive Plant List (<http://www.dcr.virginia.gov/natural-heritage/invspdflist>) should not be acquired for display without valid educational or interpretive reasons for its display.

### 3.2 FOCUS FOR ANIMAL COLLECTIONS

The primary focus of the live animal collection is the native fauna of Fairfax County and the domestic and wild animals associated with the county's history. Animals within the collection should be able to support one or more of the following areas:

1. Wild animals found at or within the region and habitat types of parks administered by the Fairfax County Park Authority.
2. Domestic animals associated with or representing the history of individuals residing or businesses operating at or within the region of parks administered by the Fairfax County Park Authority.

Animals from surrounding counties and states may be included only when they assist in telling important stories of the region or our park sites and when comparable examples from Fairfax County are not sufficiently available to meet interpretive needs.

Each park holding live animal collections will maintain an interpretive plan and scope of collections that defines what animals are required for their collection and why they are required for site operations.

## 4. DESCRIPTION OF COLLECTIONS

### 4.1 PLANT COLLECTION

All plants that can be grown on land, in water, or in containers, are of interest for display and have not been designated highly invasive in Piedmont or coastal regions may be acquired for display. A high degree of care, documentation, and accountability are given to these plants. Individual plants or groups

of plants within the collection will be identified with unique identifying number(s). The conditions for access and use of these collections are strictly controlled by the Park Manager and the appointed staff.

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#### 4.1.1 WOODY PLANT COLLECTION

Woody plants are trees, shrubs, subshrubs and vines that possess stiff, woody lignified stems with buds that persist from year to year. In the landscape, these plants provide visual, structural, food and ecological benefits. It is anticipated that under standard methods for plant care, these plants will provide multi-year benefits. Woody plants will become part of the accessioned plant collection in the year planted. Non-hardy woody plants are not accessioned but are documented in the plant inventory records.

Unique to Green Spring Gardens is a special collection of witch hazels (*Hammelis*). This collection has been accepted as a nationally recognized collection by the American Public Gardens Association's Plant Collection Consortium.

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#### 4.1.2 HERBACEOUS PLANT COLLECTION

Herbaceous plants encompass the rest of the plant world not classified as a woody plant. While herbaceous plants may possess lignified stems and these stems do not persist as living tissue above ground from year to year; they may persist via hardy root systems or as seeds or spores. This group of plants may include non-vascular plants, such as mosses, and vascular plants that may be described as ferns, monocots, such as grasses, sedges, reeds and many bulbs, or as dicots, broad leaf flowering plants that encompasses most annuals, biennials and perennials. In the landscape or in the glasshouse, these plants may also provide visual, structural, food and ecological benefits. Although not officially accessioned inventory records are kept on an annual basis for hardy and non-hardy plants.

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#### 4.1.3 SEED COLLECTION

Seeds are collected or purchased to propagate plants to use for the gardens for or sale in the Garden Gate Plant Shop at Green Spring Gardens. An inventory of seeds is maintained to document source, year of collection and propagation efforts.

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### 4.2 ANIMAL COLLECTION

Live Animal Collections are accessioned by a park to be held in its care until the animal's natural demise, transfer following permit guidelines, or deaccession following proper procedures. A high degree of care and documentation is given to these animals and the highest degree of accountability is attached to this collection. The conditions for access, care, and use of these collections are strictly controlled by the Park Manager and the appointed Animal Care Supervisor, as their health and well-being is of the utmost importance.

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#### 4.2.1 DISPLAY COLLECTION

It is understood that permanent exhibits housing animals can be a valuable addition to the educational interpretation at parks. Due to the behavioral and habitat requirements of certain animals, formal exhibits are the most effective way of educating the public about them. These animals are primarily used for display purposes only, but may be used in active education occasionally. They are not intended to be handled by or interact with the public. These animals will receive a unique identifying number that begins with a park site identifier followed by the letter “D”.

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#### 4.2.2 EDUCATION COLLECTION

In accordance with the RMD and park site mission to focus on the interpretation of cultural and natural resource education, some acquisitions may be placed into the Education Collection. These animals are meant to be used in support of public programs as teaching aids and for use in exhibits in places that do not have formal exhibits. These animals may be used as part of historic enactment or active park operations or management when appropriate. It is understood that in some cases they may be touched by or interact with the public under controlled circumstances. These animals will receive a unique identifying number that begins with a park site identifier followed by the letter “E”.

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#### 4.2.3 RESEARCH COLLECTION

The research collection may include animals that are being cared for as part of an ongoing study that the agency is participating in with an outside organization or other county, commonwealth, or federal government agency. These collections will be cared for following agency guidelines and the procedures outlined by the research conducting authority. Animals that are part of a research project will be kept separate from any other animals within the collection unless directed differently by the research authority and agreed upon by the Park Manager. If these animals will receive a unique identifying number following the research organizations guidelines and include a park site identifier followed by the letter “R”.

### 5. ACQUISITION OF COLLECTIONS

Acquisition is the organizational process of discovering, preliminarily evaluating, negotiating for, taking custody of, and documenting title to an object, or group of objects. Plants and animals may be acquired through gift, purchase, bequest, exchange, transfer, field collection or other transactions whereby title of ownership or conditional custody is transferred to the FCPA. This policy shall govern all living collection acquisitions. All acquisitions will be accessioned or inventoried and added to the Permanent Collection when used to support park operations, whether owned or held by the FCPA.

#### 5.1 AUTHORITY

The Park Manager or site designee shall evaluate the suitability of any live plant or animal offered for acquisition. Each potential acquisition shall be evaluated individually in terms of its conformity to the

Scope of Collections; the park's Interpretive Plan; its health, age, and condition; ability to properly represent its genus and species; the ability of the park to properly care for and maintain the collection; the foreseeable needs of the collection, and the ability of the FCPA to care for the object or material in a manner consistent with professional museum standards. This evaluation shall be passed along to the Park Manager with a recommendation of which collection the acquisition will be placed in. All acquisitions need to be authorized by the Park Manager and when required, by the Director of the Resource Management Division.

## 5.2 METHODS OF ACQUISITION

### 5.2.1 GENERAL GUIDELINES

- A plant or animal may be acquired through donation; either directly, through a bequest, through purchase by an outside party for the purpose of donation, or through funds donated for a specific purchase. Only unconditional, unrestricted donations will be accepted, unless an exception is made by the Park Manager and agreed to by RMD Director.
- A bequest made to the park does not automatically imply acceptance into the collection. Bequests are subject to the same acceptance criteria as any other items, and may be refused, in whole or in part, if they do not meet these criteria.
- A plant or animal may be acquired through purchase from a vendor, be it a dealer, an auctioneer, another institution, or a private individual authorized to sell the organism. A receipt must accompany any such transaction.
- A plant or animal may be acquired through exchange with or transfer from another institution. This transaction usually involves a memo of transfer or permit transfer through the permitting authority.
- A plant or animal may be acquired through natural species reproduction, intentional breeding, or rescue and rehabilitation. Organisms being considered for acquisition through these methods must be approved by the Park Manager and comply with criteria guidelines.
- A plant or animal collected in the field may be brought into the collection provided it was collected lawfully and according to current standards of practice. If collected on private property, written permission of the property owner must be obtained.
- Despite the best intentions of collections and visitor services staff, items are sometimes left on the doorstep of the park or museum with no information to identify the owner. The agency is under no obligation to keep these items, but may obtain ownership of them under abandoned property laws or wildlife collection permits if so desired.
- An item found in the collection which either never had or has lost contact with its acquisition paperwork may only become part of the collection if it meets all requirements for accession.

### 5.2.2 TEMPORARY CUSTODY

Temporary custody of live collections may be required to meet specific parts of a park or museum's mission. This custody will follow all required permits and procedures outlined within the FCPA

guidelines and manuals for their use and care. In some cases live plants or animals being considered for inclusion within the permanent collection may be held in temporary custody for observation and evaluation for considering it for inclusion within the permanent collection.

- All plants or animals brought into the park or museum for any purpose must be accompanied by a Temporary Custody Receipt, filled out with the owner's (if applicable) contact information, the reason the organisms were brought in, their disposition should they not be transferred to FCPA ownership, a projected date for their return, and an inventory with brief descriptions and any values provided by the owner where appropriate.
- Live plants and animals to be considered for accession are subject to the same standards of care and liability as items in the FCPA's live collection.
- Live plants and animals not in collection must be clearly marked with temporary tags giving their Temporary Custody ID numbers, date of arrival, and the owner's (if applicable) name. They should not be placed within areas of contact with permanent live collections following FCPA guidelines.
- Documentation of temporary custody items may happen at the site level with guidance from the Park Manager and following all permit guidelines and FCPA procedures.
- Attempts to return temporary custody items to their owners shall be made in the same manner as for other incoming loans, and unclaimed live items are subject to the same terms of forfeiture and applicable laws.

### 5.3 CRITERIA

- Plants and animals acquired for living collections must support the mission of the FCPA, park or museum of use, and be consistent with the scope and uses of the collection.
- The Park Manager must agree with park or museum staff that the use of the live plant or animal is the best tool for accomplishing the site's mission related to that collection item.
- Live plants and animals that cannot be properly cared for and housed in existing facilities, or that are unhealthy or behaviorally unstable, shall not be accepted unless it is determined that the costs and efforts of care are offset by the suitability and value of the plant or animal, or by a monetary donation from the donor or a sponsor that supports ongoing care. Animals must have a temperament that they can be safely handled by most trained staff without additional highly specialized training.
- Animals acquired must be able to withstand the stress of a captive environment and their use for education, research, display, and for operational or management activities.
- Animals of a species where mating or social behavior is such that holding only one may constitute undue cruelty shall not be accepted. Animals that have been or will bond to only one handler will not be accepted. (e.g. imprinted, habituated, captive-born/raised canines)
- When requested, the donor or vendor must be able to prove their legal ownership of the plant or animal, and their right to donate or sell the plant or animal.
- The price of plants or animals offered to the FCPA for sale must be determined to be in accordance with fair market value at the time of purchase.

- Live plants or animals with an unknown or unethical history of ownership shall not be accepted. (E.g. items that were stolen, collected without permission or authority, or imported or exported in contravention to existing laws.)
- Items upon which donors have imposed unreasonable restrictions or conditions for acceptance or use of the plant or animal shall not be accepted. If justified by the particular significance of the live collection, exceptions to this rule must be approved by the RMD Site Operations Manager and the RMD Director. Restrictions or conditions requiring expense must be fully funded by the donor as part of the gift. If the FCPA accepts a live plant or animal with conditions, these will be stated clearly on the Deed of Gift and become a part of the permanent record. The FCPA also accepts thereby a legal and ethical obligation to comply with them.
- Acceptance of plants or animals of significant monetary value should be carefully weighed against the ongoing costs of additional security, special storage facilities, and increased insurance. Acceptance of live collections requiring expense above and beyond that normal for live collections care and security must be approved by the Resource Management Division Director.
- Live collections must be protected, secured, and cared for to industry standards to protect the live collection item and the public and staff. Plants or animals that constitute hazards to people and other living collections shall not be accepted unless the hazard can be mitigated easily without harm to the living collection item and the park or museum. Venomous, poisonous, or dangerous plants or animals which may harm staff, visitors, or other collections, shall not be accepted unless the hazard can be mitigated easily and within the guidelines of care and applicable laws.
- The FCPA will not acquire plants or animals that have been used for research or experimentation unless it can be proven that those actions did not alter the value of the plant or animal for its intended purpose within the park or museum and that these actions did not adversely affect the condition of the organism.
- Live collections of a controversial nature, or whose acceptance might be construed as commercial exploitation of the park or museum, will be evaluated, weighing potential damage to the agency's standing in the community against the operational and educational significance of the organism.
- The FCPA will not accept live plants or animals whose collection is believed to have involved destruction of resources, including the viable sustainable population of the living organism. Live plants and animals considered rare or threatened must be shown to have a value to the organism and the park or museum that justifies their collection. Collecting these organisms should be conducted in a manner that respects the protection and preservation of plant and animal resources and discourages illicit trade in these organisms.
- Animals categorized as resident stock are not kept beyond the end of their productive working lives unless approved by the Park Manager and Resource Management Division Director. Animals categorized as consumable stock should not be kept beyond their normal time of deaccession unless approved by the Park Manager and the appointed Animal Care Supervisor.

#### 5.4 DOCUMENTATION

Information connected to a live plant or animal is important for the educational use of the organism and its value as part of the FCPA live collection of plants and animals. The information about how a live organism was bred, propagated, acquired, cared for, used, or lived prior to collection has a value also to research beyond its interpretive use at the park or museum. Therefore, this information must be researched where possible, safeguarded, kept confidential as necessary, and maintained in an organized and easily retrievable manner as part of the collections record for the organism.

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#### 5.4.1 LIVE COLLECTIONS

- All documentation of live plants and animals in collection will be the responsibility of the Park Manager and their designated site level live collection manager.
- Tangible accession related files for live collections will be maintained in fireproof cabinets. These files will contain, but are not limited to the following: Temporary Custody receipts; deeds of gift or records of sale, including invoices and copies of checks or credit receipts; inventories; correspondence, including copies of emails and notes of phone conversations; research material concerning the objects and their provenance, whether furnished by the donor/vendor or created by staff or other experts; photographs, scans, or other types of images; and insurance information and any valuation records. Copies of these records may also be held at the park or museum site where the organism is housed.
- All collections file paperwork generated by the FCPA will be printed on buffered, acid-free paper. These files will be stored in archival materials, and notations made on them will be done using archival media when appropriate.
- Acquisition records, along with condition and location histories, cataloguing information, and any other pertinent information collected about any live collection and their donors, shall be maintained in the collections management database. The FCPA IT staff is responsible for ensuring the database shall be backed up regularly and that a regularly updated electronic copy is securely stored on an offsite network. It is recognized that electronic information technology changes frequently and it may be necessary to migrate collections information forward as new technology becomes available, while maintaining the security and integrity of the data.
- Prior to accessioning live plants and animals, staff shall be responsible for acquiring as much information about the organism as possible, either from the donor or through research, both to determine its acceptability as part of the collection, and to enhance the organisms use to researchers and for exhibition and interpretation. This information, properly attributed, shall become a part of the organism's permanent record.

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#### 5.4.2 ANIMAL COLLECTIONS

- Animals within the live collection must have documentation of regular husbandry actions kept within their files held and maintained at the park or museum where they reside. When appropriate, records must be kept of the use of animals for education, interpretation, and operational or management use. These records shall also be maintained for animals temporarily

held through loan or acquisition consideration. The Living Collections Procedures Manual contains guidelines for when and how these records are kept.

- Records of any animals within the live collection that receive or require regular medical care must be maintained within their permanent records as outlined in section 5.4.1.

## 5.5 IDENTIFICATION

### 5.5.1 LIVE COLLECTIONS

- Each accession into the Live Collection is assigned an accession number which must include the four digit year and a sequentially derived accession number.
- Upon being cataloged into the live collection, each plant and animal shall be assigned a unique identifying number, and may be assigned additional codes to reflect the site where housed, use codes, or other designations that enable tracking and monitoring organisms in the collection. The components of the complete identification number shall be described in the operations manual. This number in its entirety shall be affixed to all organisms in the Live Collection in accordance with currently accepted identification methods.
- This identifying number shall be attached to every record, either hard copy or electronic, that pertains to the live plant or animal.
- This number shall be used to track the movement and usage of the plant or animal throughout its tenure at the park or museum.

## 5.6 USE

- Plants and animals within the Live Collection may be used, subject to approval by the Park Manager, in any mission-driven exhibits, programs, events, or operations of the park or museum, either in-house or traveling, or by approved borrowers.
- Plants or animals from the Live Collection may be used as part of the FCPA's public programs or other educational activities, but only if displayed or used under secure circumstances or, if required to be handled for demonstration, only if handled by authorized and trained staff.
- Plants and animals from the FCPA's Live Collection must be protected while on display by appropriate security measures as determined by the Park Manager and approved by RMD Site Operations Manager.
- Identifying numbers shall never be removed from Live Collection organisms by anyone under any circumstances, unless the Park Manager or Collections Manager deems that an object has been mislabeled and must be relabeled. The old number will only be removed at the same time the new one is being affixed, following currently accepted identification methods.

## 5.7 APPRAISALS

The Fairfax County Park Authority assumes no responsibility for the appraisal of plants and animals offered as gifts to the Authority. No staff member shall offer to estimate the fair market value of plants or animals or reveal the insurance value of similar items for the purpose of establishing a fair market

value for gifts offered or casually brought to the FCPA. No staff member may suggest a monetary value to a donor, or any other member of the public, for any plant or animal for any purpose.

Donors desiring income tax deductions must obtain independent appraisals. Staff may not recommend specific appraisers to a donor, but can refer them to a source, such as retail stores, livestock auctions, or other appropriate source. Should an item offered by a donor be appraised, staff may ask the owner to share the results of the appraisal with the FCPA. This information is considered confidential, and shall be recorded in the permanent files and in the Live Collections database.

## 6. DEACCESSIONS

Deaccessioning is the formal process of permanently removing accessioned items from permanent collections. There are a number of possible reasons that necessitate initiating this procedure, ranging from changing mission and focus, to refinement of the collection to better fit the mission, to the condition of the objects themselves. The deaccessioning process must be undertaken in a way that is lawful, ethical, transparent, and in full support of the FCPA's mission. All decisions to deaccession plants and animals should be made thoughtfully and with full understanding of their possible ramifications.

Deaccession and disposal of plants and animals can be an involved process and potentially controversial. Deaccession of live plants and animals from the collection must not compromise the FCPA's commitment to protect and preserve natural and cultural resources, to discourage illicit trade in such materials, and to respect the special nature of living organisms.

### 6.1 CRITERIA

Before a plant or animal is recommended for deaccessioning, all reasonable efforts shall be made to ascertain that FCPA is legally free to do so. The Park Manager in consultation with other appropriate staff may recommend an organism for deaccessioning if no restrictions prohibit the removal of it from the collection, and if one or more of the following criteria are met:

- The plant or animal is not relevant or useful to the stated purposes of the FCPA or is outside the Scope of Collections as stated above.
- The plant or animal has failed to retain its health or authenticity, and has deteriorated beyond usefulness, practicable conservation, or ethical levels of husbandry.
- The plant or animal has died.
- If a plant or animal in collection has health factors to include, but not limited to; disease, injury, age, or behavior that are determined to be untreatable or whose treatment is outside the guidelines listed above, a plant or animal may be euthanized or terminated at the approval of the Park Manager using and consistent with humane and ethical professional practices.
- The plant or animal has been lost or stolen and remains lost for longer than three inventories of the complete collection.
- The plant or animal duplicates other organisms in the collection and is not required by the Scope of Collections as stated above.
- The FCPA lacks the resources to care for the organism properly.

- The plant or animal is found to be hazardous to other organisms in collection or to human health that cannot be mitigated.
- The plant or animal has been found to have been obtained illegally, either by the FCPA or by the donor or vendor, or is determined to not be the specimen originally identified at accession.
- The plant or animal's documentation has been determined to be inaccurate or fraudulent or is missing, lost, or damaged to such a degree that its history as required above cannot be confirmed.
- The plant must be removed and cannot be successfully relocated.

## 6.2 AUTHORITY AND PROCESS

Each plant and animal must be individually recommended for deaccessioning in writing on the FCPA's *Deaccession and Disposal* form and include the organism's source, estimated market value if appropriate, reason for recommending deaccessioning, and suggested method of removal. The deaccession of plants and animals from the live collection must be approved by the Park Manager with the notification to the RMD Director, where appropriate.

In all other instances the procedure for deaccessioning is as follows:

- The Park Manager in consultation with other appropriate staff recommends an object for deaccessioning.
- RMD Site Operations Manager reviews and approves the recommendation. In cases where appropriate, the recommendation may be forwarded to the Resource Management Division Director for final approval to deaccession the plant or animal.

## 6.3 DISPOSAL

When an object has been approved for deaccessioning, there are several options available for proper disposal of the materials. The following principles should be used as a guide for disposal.

- When appropriate, organisms must be disposed of following any legal requirements.
- The FCPA does not offer deaccessioned organisms or parts thereof back to donors or their heirs. It does not notify donors or their heirs of the disposition of deaccessioned organisms unless such notice is judged to be critical in maintaining the good will of the donors, for example, the organism is designated as a memorial or honorary plant or animal, and the professional integrity of the FCPA within the community.
- Every effort shall be made to place deaccessioned objects with another park, museum or educational institution by offering them for transfer, exchange, or sale and advertising in appropriate professional media when appropriate, thereby keeping the organisms accessible to the public.
- If no park, museum, or educational institution expresses interest in acquiring the deaccessioned plant or animal through transfer, exchange, or sale, it may be auctioned for sale to the general public. Every effort will be made to ensure the transparency of the transaction.

- No member of the FCPA Board, staff, or their immediate families or representatives may purchase or otherwise acquire any deaccessioned organism without the expressed written permission of the FCPA Director after the review and approval by the RMD Division Director.
- Upon deaccessioning and disposal, all records pertaining to the object are kept, but updated as to their deaccessioned status. In no way are any documents or other records concerning the object disposed of or destroyed unless outlined above. (E.g. general husbandry records.)
- Disposal of live collections through sale, trade, or research activities is solely for the advancement of the FCPA's mission. All proceeds realized from the sale of a deaccessioned plant or animal are placed in the fund account for the park or museum that organism was assigned to and should specifically be designated for acquisitions to or conservation of plants and animals within that site's Live Collection.

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### 6.3.1 PLANT COLLECTIONS

- Healthy plant material that must be deaccessioned and removed and that cannot be reasonably salvaged for further use, donation or sale may be removed and disposed of according to Fairfax County solid waste disposal for landscape materials.

## 7. LOANS

To augment its interpretive programs, the FCPA may borrow live plants and animals from other public institutions or from private individuals. It may also, under Temporary Custody, accept short-term custody of live plants and animals belonging to others for the purposes of identification, research for the FCPA's reference files, or consideration for acceptance into one of the FCPA's live collections.

Outgoing loans of plants or animals are limited to receipt by educational, interpretive, or scientific institutions; service providers such as conservation laboratories or native species research companies; and agricultural or horticultural contractors for comparative study or live collections care activities. Loans to private individuals are prohibited, though individual researchers may be permitted to use the live collection at FCPA facilities when following the access guidelines outlined later in this document.

Likewise, recognizing that its own live collection might benefit other museums or selected nonprofit institutions, the FCPA may lend these plants and animals to such parks or nonprofits for purposes directly related to their institutional missions.

All loans, incoming or outgoing are to be entered into the appropriate live collections management database. All loan forms are to be kept on file permanently in the site of origin. Loan files shall include correspondence, certificates of insurance, facilities reports, housing and husbandry information, care instructions, and any other information pertaining to the FCPA's responsibilities toward loaned or borrowed objects.

All loans are proposed by the Park Manager and must be approved by the Director of the Resource Management Division.

## 7.1 OUTGOING LOANS

### 7.1.1 GENERAL GUIDELINES

- Requests to borrow organisms from the FCPA's live collections must be made in writing at least one month prior to the scheduled pickup or shipment date.
- The FCPA reserves the right to charge fees to the borrower to cover any or all of the costs associated with the loan, including but not limited to those for research, handling, husbandry, care, photography, condition reporting, and insurance.
- The Park Manager reserves the right to refuse to loan any plants or animals. Examples include plants or animals that are deemed too rare, important for mission, at risk of damage due to loan, valuable, currently used in an exhibition, or are the subject of ongoing research.
- The FCPA will lend no live collections to which it does not have clear title or permits to hold; nor will it lend any plants or animals on loan from other parks, museums, or individuals, without the expressed written permission from the owner or permitting authority.
- The FCPA will execute an Outgoing Loan Form with the borrowing institution that includes a complete inventory of live collections being borrowed along with their insurance values and any specific guidelines for their husbandry.
- The borrowing agency or institution must provide a Standard Facilities Report indicating satisfactory environmental conditions and safety and security provisions in facilities where the borrowed live collections will be received, handled, prepared for exhibit, exhibited, and held prior to return. The borrowing agency or institution may also be required to provide a loan history to the FCPA. The Park Manager reserves the right to refuse to lend objects to any facility deemed unsuitable or unable to protect the organisms properly.
- The borrower agrees that loaned live collections shall not be used for commercial or other revenue-generating purposes without the expressed written authorization from the FCPA.
- The borrowing institution shall NOT make third-party loans.
- The FCPA shall retain the right to recall a loan with 30 day notice or upon request if an organism is determined to be at risk.
- Any exhibition, citation, photograph, or illustration of FCPA loaned live collections shall be credited to the FCPA according to the specifications outlined in the Outgoing Loan Agreement. The Borrower shall provide, without cost, a copy of any publication or report featuring loaned live collections.

### 7.1.2 INSURANCE

- The borrower must provide a certificate of insurance with all risk, wall-to-wall coverage sufficient for the valuation provided by the FCPA on the loan contract. This valuation shall be consistent with fair market value as far as possible.
- The FCPA must be notified in writing at least fourteen days prior to any cancellation or meaningful change in the borrower's policy. Lapses in coverage, failure to secure insurance, or inaction by the FCPA will not release the borrower from liability for loss or damage.

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### 7.1.3 TRANSPORTATION AND CARE

- When appropriate the FCPA will notify the borrower when the loan has been shipped or transported, identifying the carrier and giving the expected delivery date and time.
- All live collections loaned by the FCPA will be transported in such a way as to ensure their health and safety in transit. Shipping or transportation of plants and animals will be by a carrier approved by the FCPA.
- The FCPA will be credited in all exhibit labeling of borrowed live collections as outlined in the Outgoing Loan Agreement. The FCPA must give permission for any images of the live collections to be used in catalogues, labels, and publicity for the exhibition.

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### 7.1.4 CARE

- All live collections being shipped to a borrower will be clearly marked and accompanied by outgoing condition reports and may include photographs or other documentation as required. (E.g. immunization records)
- The borrower will be expected to maintain the same standards of care and handling as those maintained by the FCPA, and to comply with any special considerations placed upon them in writing by the FCPA. Should the borrower fail to provide proper care and security for the borrowed live collections, or to satisfy the terms of the contract, the FCPA may recall the loan prior to the end of the period specified in the contract.
- Borrowed objects are not to be used as hands-on or demonstration teaching aids unless this use is specifically permitted in the loan contract.
- The borrower will notify the FCPA of any evidence of damage or ill health at the time of receipt of the loan or while the plant or animal is in the borrower's custody.
- The borrower will make no attempt to prune, propagate, or conduct non-routine husbandry care to plants on loan from FCPA unless the loan contract gives expressed written permission to do so.
- The borrower will make no attempt to breed, use for management or operations, or conduct non-routine husbandry to animals on loan from FCPA unless the loan contract gives expressed written permission to do so.
- Access to loaned live collections, beyond exhibition, by individuals shall be restricted by the borrower to qualified personnel, or researchers. Borrower will be responsible for any misconduct by persons interacting with or using loaned items.
- Upon request, a borrower will provide access to loaned live collections for FCPA staff or their representatives during regular hours of operations, unless the health of the plant or animal requires immediate attention.

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### 7.1.5 RETURN

- All borrowed live collections are to be returned on or before the end of the period specified in the loan contract, unless the loan has been renewed in writing for a specified additional period.

- All borrowed live collections are to be returned in the same general condition and shipped or transported in the same or similar manner as when they left the FCPA. They are to be returned by the same or similar carrier, approved by the lender. The borrower will notify the FCPA when the loan has been shipped, identifying the carrier and giving the expected delivery date and time.
- Upon receipt, all returned loans shall be examined and their condition noted on the condition report forms that accompanied the loan. Any changes not already communicated to the FCPA by the borrower will be reported immediately to the borrower and evaluated for possible insurance claim, restitution, explanation, or reporting to proper authorities as appropriate.

## 7.2 INCOMING LOANS

### 7.2.1 GENERAL GUIDELINES

- It must be made clear that all incoming loans are made solely in support of the mission and programs of the FCPA.
- All borrowing of objects from parks, museums, or private individuals must be done in such a manner that there is no actual or apparent conflict of interest; nor may the lender imply any enhancement of the value of the borrowed organism by their loan to the FCPA.
- The FCPA will only borrow live plants and animals to which the lender has clear ownership.
- There must be a written loan agreement, signed by the FCPA and the lender, stipulating the purpose and duration of the loan, and containing a complete inventory of all the live collections being borrowed.
- The FCPA will accept no indefinite or permanent loans; renewals for fixed periods may be negotiated with the lender.
- The loan agreement must contain complete contact information for the lender and for anyone acting as the lender's agent in retrieving the plant or animal at the end of the loan period; anyone acting as such agent must have written authorization from the lender. The lender is responsible for informing the FCPA in a timely manner of any changes of ownership or of contact information that affect the loaned organisms.
- The loan agreement will clearly state acceptable uses of the plants and animals and any restrictions.
- The loan agreement will provide guidelines, if any, for the proper use, husbandry, and exhibition of the plants and animals.

### 7.2.2 INSURANCE

- The loan agreement must clearly state who is responsible for insuring the plant or animal in transit and during its stay at the FCPA. The lender will provide a value for such coverage which shall be the sole amount of recovery payable by insurance in the case of loss or damage. FCPA staff will not place a value on any borrowed plant or animal, nor will the FCPA arrange or pay for an appraisal.

- If the FCPA insures the loan, a certificate of insurance will be provided to the lender.
- If the lenders maintain their own insurance coverage, the FCPA must be named as additional insured under the lender's insurance contract. In addition, the FCPA shall ask that waiver of rights of subrogation be included in the insurance contract.
- Should the lender waive insurance, they must agree in writing to hold the FCPA harmless from any liability for damages to, or loss of, the loaned plant or animal in transit to or from and while at the park or museum site.

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### 7.2.3 TRANSPORTATION AND CARE

- The loan agreement will stipulate who is responsible for costs and manner of packing, shipping, or transportation.
- The FCPA will retain and reuse the original shipping containers and packing materials, where appropriate, for return of the loan. If, in the FCPA's estimation, the packing or transportation methods or materials are not consistent with guidelines, the lender's permission will be sought before substitutions are made.
- The lender will notify the FCPA when the loan has been shipped or is scheduled for transport, identifying the carrier and giving the expected delivery date and time.

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### 7.2.4 CARE

- Each organism must be clearly identified with a written description and an attached number. A photograph or digital image should be included if the plant or animal is part of a collection or multi-item shipment. (E.g. multiple organisms of the same species which could be hard to identify as individuals)
- Each organism must be accompanied by an outgoing condition report from the lender that will be updated by the FCPA upon receipt of the plant or animal and updated on return to the lender.
- The FCPA will give the same or higher standard of care to loaned plants and animals as given to items in its live collection; it will not borrow plants and animals for which it cannot provide adequate care or appropriate exhibition conditions.
- The FCPA will notify the lender immediately of loss, any damage, or change in health to the loaned live collections. Should such issues arise, the FCPA will make no attempt to address the issue beyond standard husbandry and previously issued guidelines of care without the expressed permission of the lender. In exception to this rule, should the condition of the organism constitute a hazard to others in collection or to human health, the FCPA will notify the lender immediately detailing emergency actions taken to mitigate the hazard.

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### 7.2.5 RETURN

- It is the responsibility of the lender or the lender's agent to notify the FCPA in writing, if there is any change in ownership of the plant or animal or if there is a change in the identity or contact information of the lender.
- All possible effort shall be made to return the plants and animals to the lender at the end of the loan period in the manner stipulated in the loan agreement.
- The FCPA will notify the lender when the loan has been shipped or transported, identifying the carrier and giving the expected delivery date and time.
- The FCPA assumes no responsibility to search for a lender who cannot be reached by the contact information of record. If no arrangements for disposition of the lender's property have been made between the termination of the loan and the time period for ownership forfeiture appropriate to the plant or animal, unrestricted title to the property shall be considered transferred to the FCPA. Abandoned live collections will be dealt with according to the laws of the Commonwealth of Virginia and Fairfax County, and the policies of this institution (see below).

## 8. OBJECTS IN CUSTODY/FOUND IN COLLECTIONS

Plants and animals designated as organisms in custody or found in collections are elements of the collection for which the FCPA is responsible. These may include plants and animals that have been found to be abandoned, unclaimed, or self-propagated and remain without status after attempts to reconcile them. These organisms without clear legal ownership, where appropriate, will be evaluated on a case-by-case basis. Each plant or animal will be assessed to determine whether or not there is any evidence regarding its history of origin, be it a lender or a donor. Next, the plant or animal will be evaluated as to its relevance to FCPA's mission, their physical condition, and their value to the Resource Management Division and the park or museum. A decision will be made as to whether or not to add the plant or animal to the Live Collection. Finally, if the plant or animal is not to be added to the Live Collection, a legal and ethical method of disposal or transfer must be determined.

## 9. CARE OF COLLECTIONS

### 9.1 GENERAL GUIDELINES

The FCPA regards the conservation and care of its live collections of the utmost importance. Care of live collections is a continuing responsibility accepted by the FCPA on behalf of the general public. The FCPA shall carry out the legal, ethical, and professional responsibilities required to provide necessary care for all live collections acquired, borrowed, or placed in its possession. Specific guidelines for their use, care, and husbandry is detailed in the [Living Collections Procedures Manual](#).

- The FCPA shall provide information and training opportunities to all staff on the proper care and husbandry of live collections.
- The FCPA will conserve and maintain its live collections according to professional industry standards.

- The FCPA will provide all of its live collections with a secure and stable environment suitable for the maintenance of their physical integrity. This includes the behavioral health of animals.
- The FCPA will maintain adequate work and storage areas, as well as adequate staff levels, to render proper care and husbandry of live collections.
- The staff responsible for live collections care and husbandry will maintain information regarding condition and changes in condition of all Live Collection organisms.
- All conservation actions of live collections, including medical treatments of animals, whether by staff or outside professionals, will be under the direction of the Park Manager and the designated site live collections manager.
- Any use of compounds, chemicals, medicines or other agents for the care of plants or animals in live collection must have the prior approval of the Park Manager or designated staff.
- The environmental conditions of the habitats or exhibition areas will be maintained at the recognized professional industry standards and will be monitored by site staff under the direction of the Park Manager.
- Movement of any organisms within the live collections shall be under the supervision of the Park Manager. Live collection organisms shall not be removed from holding or exhibition areas unless for legitimate reasons as approved by the Park Manager or designated staff.
- Only properly trained paid and volunteer staff or interns should handle live collections unless these actions fall under the guidelines described in the use and access sections.
- Non-approved paid and volunteer staff, board members, interns, and members of the public are not permitted to enter habitat or exhibition storage areas without legitimate reason, nor in the absence of live collections staff, unless by prior permission or in an emergency situation. If they enter designated areas and/or interact with live collections for emergency reasons, they must immediately notify the Park Manager and designated staff on the reasons for and details involved in the interaction.
- Contractors, inspectors, and non-authorized staff whose work requires their presence in live collections storage areas must be accompanied by a designated staff member at all times. If such work requires protection or relocation of live collections, this work must be done by a trained staff member.

## 9.2 INVENTORY

Limited staff and a busy schedule may make regular comprehensive inventory of the complete live collection impracticable. However, every three years the contents of each site shall be inventoried in their entirety and with support from site staff.

Inventory information in the database is updated whenever plants and animals are handled in the course of regular live collections care and use, comprising a de facto spot check.

## 9.3 CONSERVATION

- The responsibility for general care and husbandry of live collections is the responsibility of the designated park or museum staff member(s) under the supervision and direction of the Park Manager or designee.
- Detailed directions for the care and husbandry of live plant and animal collections can be found in the Living Collections Procedures Manual.
- No medical or chemical treatment, or other potentially alterative actions shall be performed on borrowed live collections without the expressed written permission of the lender.
- FCPA paid and volunteer staff or interns shall not perform routine medical or chemical treatments to plants and animals in the live collection without prior training and certification, if required, and authorization by the Park Manager and/or their designee.
- Non-routine medical or chemical treatments of plants or animals in the collection may only be performed by trained and certified, if required, staff after authorization by the Park Manager, unless prior permission has been established with designated staff. (E.g. an injured animal needs to be taken to the emergency vet, or a broad based herbicide needs to be applied)
- Any professional hired to treat or care for live collections will be specifically trained, certified, or licensed to perform the actions required. A resume, portfolio, and or references may be required to confirm their expertise to perform the required actions.

## 10. INSURANCE AND RISK MANAGEMENT

Fairfax County is self-insured. Under this policy a wall-to-wall policy, covering all owned and borrowed live collections on site, off site, and in transit, is maintained. The policy does not require valuation of the live collections, but rather is intended to insure for maximum probable loss.

The Resource Management Division will maintain an up-to-date disaster plan that includes instructions for reporting, responding to, and recovering from any emergency that involves live collections.

The County maintains a disaster recovery contract, meant to respond to any issues related to museum or archaeological collections, archives, and public records held on County property.

## 11. ACCESS

### 11.1 CONDITIONS

It is understood by park staff, and shall be made clear to the public, that no use of or activity involving Live Collection objects shall take priority over the care and safety of these collections. Furthermore, any such usage must conform to the agency and park's mission, be ethical and legal, and must respect the integrity of the live collection and the information about them.

In general access to live collections by the public is accomplished through exhibits, public programming, permanent or temporary displays, and loans and exchanges. Further access to the live collections may be provided for research and scholarship opportunities by permission from the Park Manager and RMD Site Operations Manager. The conditions for access to collections are as follows:

- Access to live collections not on open display is by appointment only. Any limitations imposed on access due to conditions, staff availability, the live collection's condition, and security considerations must be imposed equally on all users, including park staff's research. Persons needing to have access are urged to make their requests known to the designee as far in advance as possible.
- The decision to allow access to live collections may depend upon the condition of the collection, the availability of space for the requestor to interact with the collection, and appropriate supervisory staff.
- Registration of all researchers (including those inquiring through the mail, on the phone, or Internet) is required. Registration information must include full name, telephone numbers(s), institutional affiliation, research topic and publication plans. Further information such as resumes, research objectives, relevant data, timetables, and schedules may be necessary based on the scope of the project. Where appropriate researchers will provide proof of permits or proper documentation to work with live collections requiring that type of documentation.
- All non-staff and staff visitors who are not designated as authorized staff to handle or interact with live collections will be accompanied at all times by authorized staff when in live collection habitats or display areas and when working with live collections requiring special permits or training to manage.
- All visitors must sign in and out of live collection habitat or display areas that are not open to the general public on the "Visitor Log" as specified by the Park Manager
- Smoking, drinking, and eating are prohibited in live collection habitat and display areas unless the designated collection manager has authorized the use. Carriers or containers used to house, transport or hold living collections, live or dead plants and animals, and any live organism that is not part of the collection are not allowed in live collection habitat, study, or display areas until deemed disease-free and suitable for display.
- All guidelines and procedures for handling and managing live collection species must be read and signed by ALL live collection users, whether staff or non-staff. These procedures are published separately and may be requested in advance of a visit. A copy of the procedures will also be provided to each user at the time he/she arrives.
- The following conditions may be applied for granting access to live collections for possible use by non-site users and outside researchers:
  - The researcher must agree to abide by any guidelines and procedures in place concerning the live collection.
  - All researchers intending to use information about the live collections, including images of live collection species, must fill out a *Notice of Intent to Publish or Use* form and acknowledge FCPA or the appropriate Commonwealth or Federal Agency as appropriate.

- As a courtesy, two copies of completed research papers, publications, CD-ROMs, screen captures of World Wide Web work, work derived from researching the collections, or anything which contains photographs of objects in the live collections, shall be provided. Copies of formal reports and other published materials shall be provided at the researcher's expense. Copies of drawings, photographs, and other products of research shall be provided at the researcher's expense, except when doing so constitutes an economic burden, in which case the designee can elect to defray or waive the requirement for the researcher to provide the materials.

## 11.2 RESTRICTIONS

Due to the nature of live collections certain restrictions are necessary.

- The FCPA acknowledges the sensitive nature of the health and care of live collections and will restrict this information from the general visiting public and casual collection user when appropriate.
- The FCPA acknowledges the value of destructive analysis for some forms of research and will consider all legitimate requests of this nature. Such uses cannot be in conflict with curatorial regulations and policies and must be approved by the Resource Management Division Director, the Park Manager.
- The FCPA will not accept live collections that place restrictions or conditions on their use, unless they are approved by the Director of the Resource Management Division.

## COMPLIANCE AND UPDATES

Violations of any of the provisions of this policy shall be reported to the Director of the Resource Management Division.

This policy shall be reviewed by the Resource Management Division every five years, or at any time that circumstances warrant.

Updates to this policy shall be presented to the Resource Management Committee of the Fairfax County Park Authority Board for a vote of approval.