

COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES

SELF-ASSESSMENT REPORT AND VISITATION REPORT 2019 CAPRA STANDARDS, 6TH EDITION

Tucson Parks & Recreation Department
Tim Thomure, Interim Director

Tucson, AZ



VISITATION DATES

September 8-11, 2020

VISITATION TEAM:

Sean Fletcher, Chair

Jeremy Peppard

Joel McKnight

Visitation Report Introduction

The visit team of Jeremy Peppard, Cleveland Metroparks, Joel McKnight, El Paso, Texas, and Sean Fletcher from the City of Kalamazoo, Michigan began the visit with a virtual meeting on Tuesday, September 1st. The meeting allowed the visit team to “meet” and match a name with a face, discuss strategy for the visit, and review any concerns based on any standards that had been reviewed. The team also discussed the items highlighted by the Lead and Second.

The virtual visit with Tucson began on Tuesday, September 8th at 11:00am EST with a kick-off meeting. The meeting included all staff from Tucson that worked on a particular CAPRA section. After introductions, the visitors and Tucson staff went section-by-section and reviewed any concerns visitors had. The meeting was productive, and the agency staff began sending EOC that same day.

A second meeting utilizing the same format was held on Wednesday, September 9th with a small number of standards requiring discussion and/or additional supporting EOC.

A final exit meeting was held on Thursday, September 10th at 4:00 p.m. The visit team and many staff from Tucson discussed the virtual visit and the next steps. The meeting concluded at 4:20pm EST.

OVERALL VISITATION TEAM SUMMARY

AGENCY STRENGTHS

The visitation team identified the following item(s) as being particular strengths of the agency:

Tucson being a larger agency allowed them to have multiple people working on each section. Staff were responsive and very helpful in providing EOC documentation when requested.

The Parks and Recreation Human Resources Satellite Team seems like a good model that other agencies could follow.

It was clear that the agency values the accreditation process and understands how it strengthens their team.

AGENCY PREPAREDNESS

The visitation team assessed the preparedness of the agency in conducting the accreditation process (i.e., document accuracy and completeness, staff awareness, file system organization):

The staff did an excellent job with information that was in the CAPRA portal considering this is a new system and process for everyone. Sierra Boyer, the lead for accreditation for Tucson did a great job assisting the visit team throughout this entire process that began back in February.

STANDARDS

- The visitation team identified the following standard(s) as unmet:
 - 1.2 Periodic Review of Documents
 - 1.2.1 – Document Approval Authority
 - 2.10 ADA Transition Plan

 - 4.7.2 – Volunteer Recruitment, Selection, Orientation, Training, and Retention
 - 4.7.3 – Supervision and Evaluation of Volunteers
 - 7.9.1 Recycling and Zero Waste Plan

 - **Provide clarification for all unmet fundamental standards ★ :**
 - None

 - Number of standards **met**: 145
 - Number of **fundamental standards not met**: 0
 - Number of non-fundamental standards **not met**: 6
- Total must equal 151*

Tucson Parks and Recreation

OTHER CONCERNS RELATED TO MAINTAINING ACCREDITATION

The visitation team identified the following item(s) as areas of general concern related to the agency's ability to maintain accreditation:

Not a major concern, but more a reminder regarding including a review date on all documents.

SIGNATURES OF VISITORS

The Visitation Team attests to its findings contained within this report.

1)  9-10-2020
Team Chair Signature Date

2)  9-10-2020
Visitor Signature Date

3)  9/11/2020
Visitor Signature Date

AFFIRMATION BY COMMISSION

The Lead and Second Reviewer, assigned by the Commission, have reviewed this report and approve its release to the agency.

Laura T. Woodward

Lead Reviewer's Full Name (Please Print)

Laura T. Woodward

Lead Reviewer Signature

Date

Nancy Desmond

Second Reviewer's Full Name (Please Print)

Nancy Desmond

Second Reviewer Signature

Oct 21, 2020

Date

