

# Parks and Cemetery Security Specifications – May 10, 2019 Update

## **GENERAL INFORMATION**

- The Department of Parks and Recreation reserves the right to change the opening and closing schedule.
- Log sheets must be submitted to the Parks Division Manager and Parks Maintenance Supervisor and Cemetery Supervisor on a weekly basis.
- All irregular occurrences such as damage or vandalism, unsecured doors or broken windows, or any other suspicious activity must be reported daily via email or text to the Parks Division Manager, Parks Maintenance Supervisor and Cemetery Supervisor.
- All emergency and illegal activity **must be** immediately reported to the Rapid City Police Department by calling 911.

## **Contact Information**

Parks Division Office – 394-4175

Cemetery Division Office – 394-4189

### **Staff:**

Scott Anderson, Parks Division Manager, [scott.anderson@rcgov.org](mailto:scott.anderson@rcgov.org) 430-7904

Aaron Weeks, Parks Maintenance Supervisor, [aaron.weeks@rcgov.org](mailto:aaron.weeks@rcgov.org) 787-3705

Craig Nichols, Cemetery Supervisor, [craig.nichols@rcgov.org](mailto:craig.nichols@rcgov.org) 484-2212

## **PARKS DIVISION**

**Canyon Lake Park Road Gates:** Two gates are located in Canyon Lake Park. The gates are to be opened daily at 5:00 a.m. and closed at 10:00 p.m. Gates are to remain closed during inclement weather or when the park road is snowy and/or icy. The security company must contact staff via email or text when the gates are not opened.

See attached Canyon Lake Park map for gate locations.

1. The northwest entrance off of Jackson Blvd and Canyon Lake Dr.
2. The east entrance off of Park Dr.

**Sioux Park Track Gates:** Three gates are located at the Sioux Park track. The gates are to be opened daily at 5:00 a.m. and closed every evening at 10:00 p.m. Gates are to remain closed during inclement weather or when the track is snowy and/or icy. The security company must contact staff via email or text when the gates are not opened.

See attached Sioux Park Track map for gate locations.

1. The northeast entrance adjacent to the Canyon Lake Dr. parking lot.
2. The northwest entrance above the track seating.
3. The southwest entrance adjacent to the Crow's Nest.

Seasonal Facilities: The following restrooms are open May 1<sup>st</sup> through October 1<sup>st</sup>. These restrooms are opened daily by staff or the custodial company. These restrooms are to be cleared and locked every evening at the following times:

8:00 p.m.

Roosevelt Park – 203 E. St. Louis

College Park – 220 College Avenue

Thomson Park – 880 E. Meadowlark Drive

10:00 p.m.

Robbinsdale Park (Upper Shelter) – 626 E. Fairmont

Robbinsdale Park (Lower Shelter) – 641 E. Oakland Street

Horace Mann Park – 818 Anamosa Street

Canyon Lake Park Shelter #1 – 4111 Jackson Boulevard

Canyon Lake Park Shelter #2 – 4021 Jackson Boulevard

Canyon Lake Park Shelter #3 – 4011 Jackson Boulevard

Wilson Park – 1701 Mt. Rushmore Road

The following restrooms are open April 1<sup>st</sup> through October 31<sup>st</sup>. These restrooms are to be cleared and locked every evening at 10:00 p.m.

Sioux Park – 1012 Sheridan Lake Rd.

Vickie Powers Park – 940 Kathryn Ave.

Memorial Park Bandshell – 301 N. 5<sup>th</sup> St.

The following restroom is open April 1<sup>st</sup> through October 15<sup>th</sup>. The restroom is to be opened daily by the Security Contractor at 5:00 a.m. and closed at 10:00 p.m.:

Sioux Park Tennis Restrooms – 910 Sheridan Lake Road

Year-Round Facilities: The following facilities are open year-round and the restroom closure times change during the Spring/Summer season and the Fall/Winter season. The restrooms are to be cleared and locked every evening at 10:00 p.m. between April 1<sup>st</sup> and October 31<sup>st</sup>. The restrooms are to be cleared and locked every evening at 6:00 p.m. between November 1<sup>st</sup> and March 31<sup>st</sup>.

Founders Park – 1510 W. Omaha Street

Legacy Commons – 740 Omaha Street

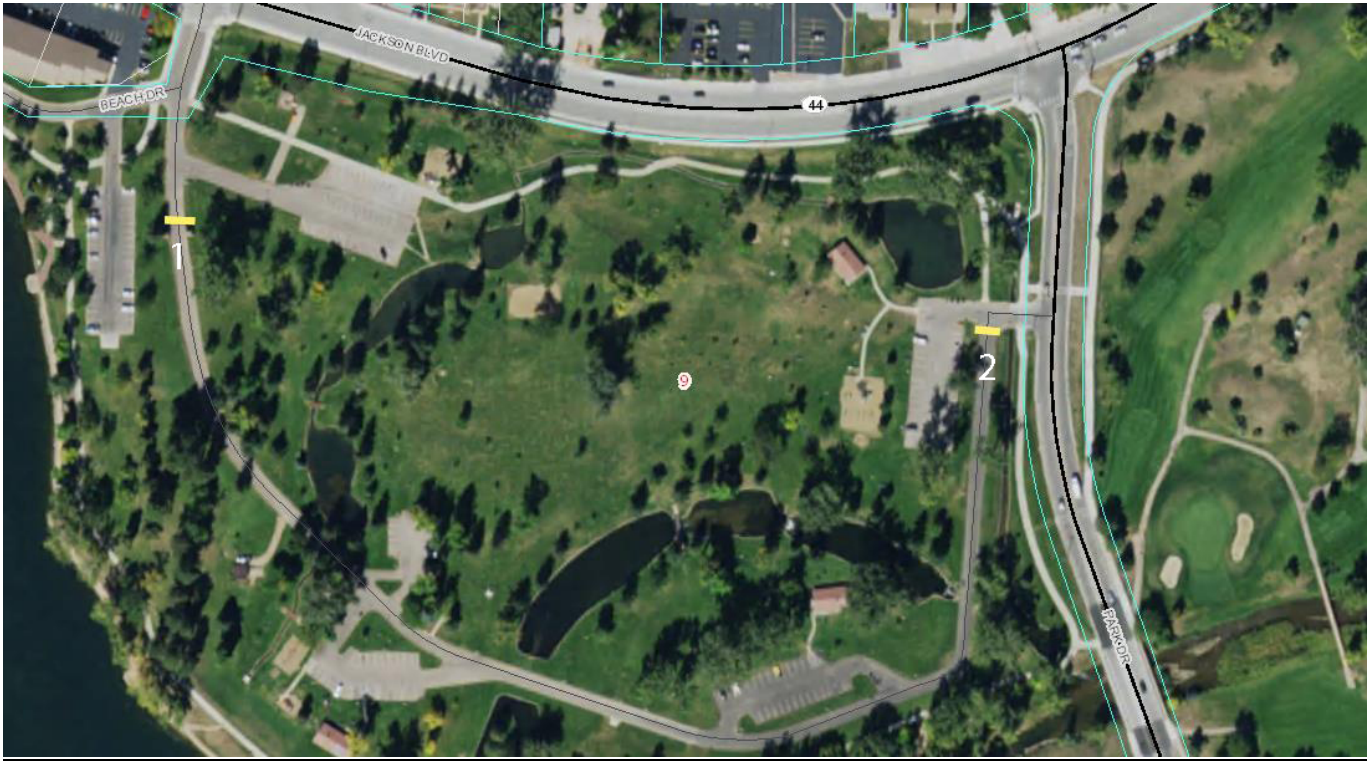
Skyline Wilderness Trailhead – Skyline Drive

The following restroom is open year-round. The restroom is to be opened daily by the Security Contractor at 5:00 a.m. and closed at 10:00 p.m.

Canyon Lake Park/West Restroom – 4501 Jackson Boulevard

**Map of Canyon Lake Park.**

Gates highlighted in yellow.



**Map of Sioux Park Track**

Gates highlighted in Yellow.



## **CEMETERY DIVISION**

### **Opening Procedures**

Security Company will open four gates, check building locks and gas tank locks at the Mt. View and Mt. Calvary Cemetery located at 1901 Mt. View Rd. on Saturdays, Sundays and Holidays by 7:30 a.m. throughout the year. Applicable holidays include New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day. If the holiday falls on a Saturday the Security Company will open the gates on the previous Friday. If the holiday falls on a Sunday the Security Company will open the gates on the following Monday.

The Cemetery staff will open the gates on the remaining days, Monday through Friday throughout the year.

Gates are identified on the attached map:

1. Northeast gate of south section
2. Northwest gate of south section
3. Southwest gate of north section
4. Northeast gate of north section

### **Closing Procedures**

Security Company will close all cemetery gates every night including weekends and holidays, according to the following procedures and schedule:

- A. South section of Mt. View and Mt. Calvary Cemetery (south of Flormann St.)
    1. Close the Northeast Gate.
    2. Drive through cemetery making sure no vehicles remain in the cemetery.
    3. Close the Northwest Gate.
  - B. North section of Mt. View Cemetery (north of Flormann St.)
    1. Close the Southwest Gate.
    2. Drive through cemetery making sure no vehicles remain in the cemetery.
    3. Check all buildings to determine they are locked.
    4. Check gas tanks to make sure all locks are secured.
    5. Close the Northeast Gate.
- Winter Hours – November 1 through March 31: 7:30 a.m. – 6:00 p.m.
  - Summer Hours – April 1 through October 31: 7:30 a.m. – 8:00 p.m.



## Map of Mountain View/Mt. Calvary Cemetery

Gates highlighted in Yellow

