SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DEPARTMENT

NUMBER:
PLACEMENT:

Effective Date: 3/17/2010
Updated:

SUBJECT: GEOCACHING ON DEPARTMENT OF PARKS AND RECREATION PROPERTY

PURPOSE: To communicate Department of Parks and Recreation's procedures and requirements regarding placing geocaches on park property.

POLICY STATEMENT:
Geocaching is a recreational activity involving the use of a hand-held GPS (Global Positioning System) unit to locate "caches." The most common form of geocaching involves individuals placing caches and sharing the locations of these caches on the Internet (www.geocaching.com). Participants use the location coordinates to find the caches.

EXPECTATIONS FOR GEOCACHES

CACHE REGISTRATION

- All caches placed on Saint Paul Parks and Recreation parkland must be registered.
- Caches need to be public – no member only or subscription caches.
- Unregistered caches will be removed.

CACHE LOCATION

- Saint Paul Parks and Recreation is not responsible for the protection of caches placed in areas subject to active resource management like prescribed burns, invasive species removal, or in areas planned for facility development.
- Caches are not allowed in areas identified as restricted. These areas include golf courses and sensitive natural areas where foot traffic may negatively impact plant and animal communities or create erosion concerns.
- Caches should be located so that existing trails can be used to get close to the cache.
- Caches may not be buried, nor may vegetation or cultural features be damaged in the process of placing, accessing or maintaining the cache.
- It is the responsibility of the permittee to follow all Saint Paul Parks and Recreation Park Rules (found at http://www.stpaul.gov/index.aspx?nid=1196), as well as the guidance provided in this document.
- Saint Paul Parks and Recreation reserves the right to limit the number of caches in any given park, on a park-by-park basis.

CACHE BOXES

- The container must be marked with the following information: the text "Geocache", and the name of the cache as it appears on the associated website.
- Maximum size of the cache containers is approximately 8"x12"x4" or a container not exceeding 400 cubic inches.
- Caches may only contain a logbook in which to record visits, a description of geocaching and non-perishable, family-friendly items.
- Caches are not to contain items that are offensive, dangerous or illegal

CACHE MAINTENANCE AND PERMIT RENEWAL

- Persons responsible for a cache/letterbox will be contacted annually to: a) insure that the geocache/letterbox is still active, b) address any issues that may have arisen and c) renew the permit.
- It is the responsibility of the cache/letterbox owner to maintain the cache/letterbox container and contents in good condition. This includes things such as removing excess items and things that are not family-friendly. Saint Paul Parks and Recreation reserves the right to remove caches that are not properly maintained or do not have a valid permit.
- Saint Paul Parks and Recreation reserves the right to remove, or have removed, a cache it feels is in an inappropriate location, is causing undue impact on the surrounding habitat or for other reasons is deemed inconsistent with the mission and rules of Saint Paul Parks and Recreation.

OBTAINING A PERMIT TO PLACE A GEOCACHE

Applications to place a geocache on Saint Paul Parks and Recreation land can be found at http://www.stpaul.gov/forms.aspx?fid=98.

Applications will be processed by Environmental Services staff within 2 weeks of submittal. Before approving a geocache placement, staff will use the coordinates provided by the applicant to verify that the geocache will not be placed in a restricted area.

Environmental Service will contact geocache owners annually to verify that the cache is being actively maintained, and to renew the cache permit.

SECTION MANAGER'S RESPONSIBILITIES	SUPERVISOR'S RESPONSIBILITIES	EMPLOYEE'S RESPONSIBILITIES
Ensure all employees under his/her jurisdiction are aware of this policy and procedure.	Advise all employees of this policy and procedure.	Adhere to the policy.
Ensure that supervisors in his/her section enforce this policy and procedure.	Ensure that employees follow this policy and procedure.	Follow the procedure.
	Issue warnings or initiate disciplinary action as needed to ensure employee compliance.	Ask for additional training if needed.

Owner: **Next Review Date:** 03/2011