
Policy Name: DEP 4.14 Geocaching on Parks Property Policy

Placement:

Physical Resource
Management

Effective Date:

August 2010

Most Recent Review:

December 2018

Scope:

All participants placing a
geocache on parkland.

Most Recent Update:

December 2018

Policy Owner:

Operations Manager

Purpose:

To successfully manage the activity of geocaching in Saint Paul parks and provide guidance for the public taking part in geocaching so the activity can continue in a safe manner while protecting the natural, cultural, and historic resources within the parks as well as maintaining public safety.

Policy Statement:

Parks and Recreation is responsible for managing the activities on parks property within the City of Saint Paul. The Department retains all rights and authority to permit and manage the activity of geocaching within its boundaries and be an advocate of responsible outdoor recreation offering a high-quality recreation opportunity for all participants.

EXPECTATIONS FOR GEOCACHES**CACHE PLACEMENT**

- Caches are not to be placed in areas that could potentially cause danger to participants trying to locate the cache.
- Placing/retrieving caches will be done using environmentally friendly actions. This includes, but not limited to, not causing damage to natural or geological features, not disturbing wildlife, and staying on trails.
- Placement of caches may not involve any change to the natural environment such as digging. Caches may not be buried; vegetation or cultural features may not be damaged in the process of placing, accessing or maintaining the cache.

- 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 development.
- Caches are not allowed in restricted or sensitive areas. Parks staff will inform cache owners of any areas that have been deemed off limits for placing caches when permit is obtained.
- It is the responsibility of the permittee to follow the expectation listed in this policy and all the Rules and Regulations for Saint Paul Parks.
- Saint Paul Parks and Recreation reserves the right to limit the number of caches in any given park, on a park-by-park basis.
- All caches must be 'public'. No 'member only' or subscription caches are allowed.

CACHE CONTAINERS

- 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 suitable for all ages.
- Caches will not contain items that are offensive, dangerous or illegal.
- Caches will be secure so that no wildlife can access the contents of the cache.

CACHE MAINTENANCE AND PERMIT RENEWAL

- It is the responsibility of the cache owner to maintain the cache container and contents ensuring they are in good condition. This includes removing excess items, items not family friendly.
- Saint Paul Parks and Recreation reserves the right to remove caches which are not properly maintained, pose a risk to park visitors, contain inappropriate contents, causing undue impact on surrounding habitat, or violate policy.
- ***Responsibility of Division Manager***
 - Ensure all employees under the manager's jurisdiction are aware of this policy and procedures.
 - Ensure that supervisors in the manager's division enforce this policy and procedures.

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- Issue warnings or initiate disciplinary action as needed to ensure employee compliance.
 - ***Responsibility of All Staff***
 - Adhere to the policy.
 - Follow the procedures.
 - Ask for additional training or clarification if necessary.
 - ***Responsibility of Geocacher's***
 - Adhere to the policy.
 - Understand the procedures/expectations.
 - Ask for additional clarification if necessary.