

**Town of Troy**  
**Summary of Park Ranger Duties**  
**Park Patrols & Reports**

**Glover Park (GP)**

- A. Cruise through GP during daily patrol hours and observe general activity, etc
- B. As feasible conduct patrols during special activity or event times, such as scheduled baseball or soccer practice/game times, tournaments, reserved shelter usage, etc
- C. Periodically check trails, restrooms, and other facilities
- D. Observe and report damage or malfunctions regarding GP facilities and equipment
- E. Issue warnings & citations for violations of Town ordinances at GP
- F. Opening and closing of gate to GP in the absence of the designated employee
  - a. Open gate to GP in morning
  - b. Check restrooms and note clearance of park prior to closing GP gate
  - c. Close and lock gate to GP at end of day
- G. GP hours of operation -- daily (365 days per year)
  - a. Open: 8:00 am
  - b. Close: One half hour after sunset
- H. Refill park literature box with maps and brochures

**Pemble's Access (PA)**

- A. Cruise through PA during daily patrol hours when PA is open and observe general activity, etc
  - a. Check PA entrance area and adjacent Glenmont Road no parking areas
  - b. Drive down access road to check for parking violations and monitor beach area
  - c. Check for blockage of gates accessing adjacent properties at beach level
  - d. Spot-check status of portable toilet
- B. Observe and report damage or malfunctions regarding PA facilities and equipment
- C. Issue warnings & citations for violations of Town ordinances at PA
- D. During off-season times when PA is supposed to be closed, make occasional patrols of PA, including the beach area, to monitor for improper use or damage to facilities or equipment
- E. Opening of gate to PA in the morning in the absence of the designated employee
- F. Closing of gate to PA at night is done by Park Ranger in the absence of the designated employee
  - a. Cruise through PA prior to closing and observe activity, etc
  - b. Clear all persons, vehicles, etc. from PA
  - c. Lock gate to PA
- G. PA hours of operation
  - a. Daily Memorial Day thru Labor Day: 10:00 am to one half hour after sunset
  - b. Weekends (Sat and Sun) in May and September: 10:00 am to one half hour after sunset
  - c. October 1 thru April 30: PA is closed
  - d. PA shall be closed based on a river level of 683.0

**Cove Boat Ramp (CBR)**

- A. Cruise through CBR during daily patrol hours and observe general activity, etc
  - a. Check for boat ramp user fee violations
  - b. Check for parking violations in ramp area and on adjacent posted roadways
  - c. Check for other ordinance violations
- B. As feasible schedule and conduct patrols of CBR during various times of the day to demonstrate that all activities and times of day are subject to monitoring
  - a. Place appropriate patrol timing emphasis on heavier usage times/days, holidays, special activities or events, seasonality of use, etc
  - b. On selective occasions, make early AM check of CBR for overnight parking violations and/or early users arriving prior to 6 am starting time
  - c. When feasible, make periodic cruise through CBR at closing hour (9:30 pm) to observe activity and check for violations of closing hour

- C. Observe and report damage or malfunctions regarding CBR facilities and equipment
- D. Issue warnings & citations for violations of Town ordinances at CBR
- E. Sell annual fee permits (stickers) at CBR when appropriate
- F. Collect paid daily fee envelopes from Fee Drop Box
  - a. Collect paid fee envelopes at least weekly -- more frequently in heavier usage periods.
  - b. Deliver paid fee envelopes to Town Clerk at least weekly
  - c. Coordinate with Town Clerk regarding control over paid fee envelopes and the listing and recording of paid fees (Town Clerk has oversight responsibility for procedures to open and check envelope contents)
- G. Refill Fee Drop Box holder frequently with supply of blank daily fee envelopes, especially in heavier usage periods
- H. CBR hours of operation (for ramp area and parking spaces) -- daily (365 days per year)
  - a. Open: 6:00 am
  - b. Close: 9:30 pm

Other Duties

- A. Complete journal of patrol activity after each patrol
- B. Prepare Monthly Park Ranger Report for submission to Town Clerk's Office
  - a. Each Park Ranger submits his/her own monthly report which also serves as time and mileage report for compensation purposes
  - b. Use report format provided by Town Clerk's Office
  - c. Deadline for submission to Town Clerk's Office is 11:30 am on the Monday prior to monthly Town Board Meeting
  - d. Town Clerk's Office will distribute copies of Park Ranger Report to the Park Board, with information copies to the Town Board
  - e. The Park Board will address Park Ranger activity and keep the Town Board so advised, as necessary, in its monthly Park Board Report to the Town Board, and through the Town Supervisor liaison member on the Park Board
- C. Attend Park Board meetings or Town Board meetings as directed by the Town Board Supervisor
- D. Manage camera surveillance in and around all parks as needed.
  - a. In the event of suspicious activity, report to St. Croix County law enforcement.
- E. Post any notices at kiosks as directed by Town Clerk, Park Board Chair, or Town Board Supervisor; or other handouts as directed.

DATE: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_