



RICHMOND POLICE DEPARTMENT GENERAL ORDER



Subject: **POLICING PLAYGROUNDS, PARKS AND RESTRICTED
USE OF THE JAMES RIVER**

Chapter
6

Number
15

Pages
4

References:
CALEA Standards: N/A
Richmond City Code: §§ 8-265, 8-266, 8-280, 26-382,
26-383 & 66-312

Related Orders:

Effective Date: **08/13/2026**
Revised By: Review
Prv. Rev. Date: **12/19/2023**

*If any provision of this General Order conflicts with any collective bargaining article,
the collective bargaining agreement shall govern.*

Chief of Police:

I. PURPOSE

The purpose of this directive is to establish the policy and procedure for policing the City's playgrounds, parks and other recreation areas, including the James River.

II. SUMMARY OF CHANGE

This policy is due for its triennial review. New language is highlighted in bold and italicized text.

III. POLICY

It is the policy of the Richmond Police Department to provide a safe and secure environment for patrons of the City's playgrounds, parks and other recreation areas, including the James River, through patrol and enforcement of the city codes.

IV. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department and then only in a non-judicial administrative setting.

V. PROCEDURE

A. Patrolling the City's Parks, Playgrounds and Other Recreational Areas:

1. In each Precinct, the assigned sector officer shall be responsible for patrolling the parks, playgrounds and recreational sites located in ***their*** sector area.
2. Requests from outside the Department for intensified police patrols at any playground or park facility will be referred to a supervisor in the Precinct where the affected playground, park or recreational site is located.

B. Hours of Operation of Parks/Penalty for Violations:

All public parks, playgrounds and recreational areas of the City shall be open at sunrise and close at sunset each day of the year. (See Richmond City Code § 8-280). Violations shall constitute a Class 4 Misdemeanor.

C. Occupancy at Other Times:

1. All lighted recreational facilities, ***including, by way of illustration, but not limited to,*** seasonal recreation centers, playgrounds, ball diamonds, tennis courts, ***and*** park houses and other lighted recreational areas, shall open at sunrise and ***shall*** close at sunset, ***except during the period of April 1 to October 31 each year when they shall open at sunrise and close at 10:30 p.m.***
2. ***The recreational grounds, including and immediately adjacent to the Byrd Park Fountain Lake, shall open at 5:00 a.m. and close at 12:00 midnight each day of the year. The limits of such grounds shall be clearly posted to indicate the area to which these opening and closing times apply.***
3. ***The Director of Parks, Recreation and Community Facilities may, by permit or other written authorization, allow the use of any site of the Department of Parks, Recreation and Community Facilities at a time other than would ordinarily be allowed. The Director may also close any recreational site at any time when necessary to ensure the safety of the public or to protect and preserve the recreational facility, provided that reasonable notice of the fact and duration of the closing shall be given to the public.***
4. It shall be unlawful for any person other than a police officer of the city or state, an employee of the Department of Parks, Recreation and Community Facilities acting in the scope of employment, or any other City employee acting in the scope of employment and having an authorization from the Director of Parks, Recreation and Community Facilities to go on, into or to occupy a public park, playground or recreation facility or area during hours that it is officially closed.
5. ***This section shall not prohibit a motorist nor a pedestrian using the traveled portion of a street, sidewalk or highway from traversing such street, sidewalk or highway to reach a destination that is elsewhere other than the public park, playground or recreation area.***

D. Restrictions for Other City Parks, Playgrounds and Other Recreational Areas:

Where posted, signs shall indicate what the prohibitions are for that area.

E. Procedure for Excluding Persons from any City Park, Playground or Recreational Facility:

In accordance with the provisions in the City Code § 8-265, "Every person who ceases to be amenable to efforts of any City representative to secure good conduct upon the part of such person or whose deportment is detrimental to good order or the conduct of such activity or program shall be excluded from and required to leave the playground, area or facility forthwith upon the order of such representative or of any police officer and shall not be permitted to return to any playground, recreation area or recreation facility operated or conducted by the City until the Director of Parks, Recreation and Community Facilities is satisfied that such person will behave in a manner that will not be detrimental to good order and the conduct of recreation activities or programs on such playgrounds, areas or facilities." Violations constitute a Class 1 Misdemeanor.

1. The officer may give an individual a warning or make an arrest. If the nature of the offense is such that the individual should be excluded from the playground, park or recreational facility, the officer shall advise the person of the City's "Exclusion Process."
2. If the individual is excluded, the officer shall compile a PD-117, Exclusion from any City Recreation Site Form, give a copy to the excluded individual, and forward for distribution.

The PD-117 shall be distributed as follows:

- a. Excluded Individual;
- b. Director, Parks, Recreation and Community Facilities Department;
- c. Warrant and Information Service Unit; and,
- d. Arresting Officer.

F. Exclusion Process:

1. Upon receipt of a PD-117, the Director of Parks, Recreation and Community Facilities or designee shall inform the accused individual, in writing, that ***they are*** prohibited from entering or occupying any City of Richmond recreation site until such time as indicated in the Director's letter, in accordance with City Code § 8-266. The time limit for the exclusion is based upon the nature of the offense. A copy of the Director's letter shall be forwarded to the Police Information Desk to be filed. The individual's PD-117 form shall be destroyed once the exclusion has been rescinded.
2. To have the exclusion rescinded at its expiration date, the accused individual must make an appointment to meet with the Director of Parks, Recreation and Community Facilities or designee. If the Director of Parks, Recreation and Community Facilities or designee rescinds the exclusion, the individual shall receive a letter denoting the same. A copy of the Director's letter shall be forwarded to the Police Information Desk to be filed. The accused individual's PD-117 form shall be destroyed, once the exclusion is rescinded.

3. If an officer makes an arrest at a recreational site or observes an individual at a recreational site from which the officer suspects the individual has been excluded, the officer shall contact the Police Information Desk to determine if the individual has a valid PD-117 on file.
4. If it is determined by the Police Information Desk personnel that the accused individual has a PD-117 on file and the date of the exclusion is still valid, the officer shall arrest the individual for trespassing, which constitutes a Class 1 Misdemeanor.
5. If the Police Information Desk personnel do not find a PD-117 for said individual or the exclusion has been rescinded by the Director of Parks, Recreation and Community Facilities and the nature of the present offense is such that the individual should be excluded, the officer shall arrest the individual for the present offense, if applicable, and ***complete*** a PD-117 and distribute as indicated on the form.

VI. FORMS

A. PD-117, Exclusion from any City Recreation Site