Last Reviewed 9.25.2025

# APPROVAL GUIDE

## Shakopee Parks and Recreation

**START HERE**

You have a proposed action. Ask yourself: Am I creating something new, changing how we do things, or clarifying an existing process?

**Is this backed by law or ordinance and carries legal force?**

Example: "All staff must complete OSHA training each year" or "Alcohol permits must follow city ordinance."

YES → This is a **REGULATION**

**Already set by Law/Ordinance. Can only be changed by Council or through legislation.**

NO ↓

**Does this set the tone or intent for how the City should operate?**

Example: broad direction, long-term goals, or principles that affect the community.

YES → This is a **POLICY**

**Requires City Council approval**

Stop! You need higher authority prior to taking action.

NO ↓

**Does this decision set direction for how people, resources, or funds will be managed across the department**

Example: Creating a new position within the department or moving budgeted dollars.

YES → This is a **DIRECTIVE**

**Department Head or City Administrator approval**

Stop! you need higher authority prior to taking action.

NO ↓

**Does this tell people what they can or cannot do in specific situations?**

Example: "Staff must wear IDs on site" or "No pouring water on the rocks in the sauna."

YES → This is a **RULE**

**Department Head or Manager approval**

Stop! You need higher authority prior to taking action.

NO ↓

**Is this a step-by-step guide for staff or patrons to follow**

Example: "How to open the pool each morning" or "How to process a facility rental."

YES → This is a **PROCEDURE**

**Can be created and approved by operational staff**

Proceed with proposed action.