



City of Los Angeles Department of Recreation and Parks
PARTNERSHIP DIVISION

COMPLIANCE RESOLUTION PROCESS

I. INTRODUCTION

The Compliance Resolution Process is to provide an efficient and effective approach toward resolving compliance issues with current partner agreements. These issues may be identified during the initial review process or during the tenure of the existing agreement or with the use of regular annual evaluations. The intent of the compliance resolution process is to expeditiously resolve issues at the first level of the relationship between the partner and facility.

II. PARTNERSHIP COMPLIANCE ISSUES

Compliance issues that are the primary concern include but are not limited to the Partnership Agreement and Partnership Criteria and Standards.

III. INITIATION OF THE COMPLIANCE RESOLUTION PROCESS

Initiation of the Compliance Resolution Process can and should occur when a potential compliance issue is unresolved following attempts to discuss the issue with the organization.

IV. COMPLIANCE RESOLUTION PROCESS

- A. After attempting to resolve the issue(s) directly with the Partnership Organization, the RAP Facility Director will complete a Compliance Resolution Form.
- B. The form should be forwarded to the facilities supervisor and the partnership division STOP # 628-9 or FAX (818) 243-6447.
- C. Partnership Division Staff will respond to the Facility Director.
- D. The Partnership Division may request a discussion with both parties.
 1. To identify the parties that need be involved in the resolution discussion;
 2. To adequately allow the organization to present and allow discussion to work towards a resolution;
 3. To establish a time frame for a resolution;
- E. The Partnership Division will forward a Statement of Resolution to the organization, Facility Director, and Region Management.
- F. The Partnership Division will follow up on Compliance Resolutions.
 1. To track the progress in resolving the issue(s).