

COLLIER COUNTY PARKS AND RECREATION DEPARTMENT

RECREATION POLICIES AND PROCEDURES

PROCEDURE: GEOCACHE/LETTERBOX PLACEMENT

POLICY NUMBER: PN-0009

EFFECTIVE DATE: 4/1/07

I. SCOPE:

A. To define the rules and regulations with regards to placing a geocache / letterbox in a Collier County Park

II. PROCEDURE:

A. Cache Permits

1. Any person desiring to place a geocache / letterbox in a Collier County Park is required to complete a Geocaching / Letterbox Placement Permit.
2. Geocache / letterbox are not permitted on beaches where sea turtles are known to nest nor in wetlands, conservation areas Nor the State owned portion of Barefoot Beach Preserve.
3. The Department Director or his/her designee has the authority to approve or deny the permit.
4. If a non-permitted cache is discovered, the staff is to remove the cache, and if possible, attempt to notify the owner. In the event that the staff is unable to contact the cache owner within thirty (30) days, the cache will be treated as abandoned property and disposed of.
5. Permits are valid for one (1) year from date of approval. Upon expiration of the permit, the geocache or letterbox must be re-permitted to a new location or removed.
6. If at any time the terms of a permit are violated, the Department Director or his/her designee has the authority to void a permit, and remove the cache. The owner must be notified of the removal. Justification for the removal will be noted on the permit.
7. Permit limitations will be determined by the Department Director or his/her designee, dependent upon cache concentration.
8. The original permit is to remain on file at the Parks & Recreation Administration Office and copies will be provided to the affected Park and the Park Rangers.

B. Cache Containers and Contents

1. Cache containers larger than 3 cubic inches must be made of clear, non-breakable material; they must have a latch or other closing device to prohibit

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- exposure to wildlife. All cache containers must be approved by the site supervisor preceding placement.
2. Cache containers will have an identification label affixed to the outside of the container stating the permit number and expiration date. The cache name and owner must also be visible on the outside of the cache.
 3. Each cache is required to have an explanation of the geocaching / letterboxing activity to be included in the container.
 4. Cache contents must be suitable for visitors of all ages. They may not contain offensive, inappropriate, or dangerous items. These types of items include, but are not limited to, the following:
 - food
 - alcohol and tobacco
 - material with sexual content
 - weapons
 - matches or lighters
 - prescription or illicit drugs
 - any sharp objects
 5. Park staff has the authority to remove any item from a cache that is in violation of this policy

C. Cache Placement

1. The proposed location of all caches must be approved and verified by the site supervisor or his/her designee before placement.
2. No cache shall be fixed to any Park structure. It may not be suspended in trees, or positioned underwater. It may not be placed in burrows, nests, or dunes.
3. No cache shall be placed in an area that would necessitate jumping off of, or climbing over, a boardwalk to be located.
4. Caches may not be buried, nor may vegetation be destroyed.
5. If, at anytime during the permitting period, staff determines the location to be unsafe for visitors or wildlife, the owner will be notified, and the cache will be removed. If the cache owner requests to relocate the cache, a new permit will be required.

D. Compliance

The Collier County Parks and Recreation Department reserves the right to remove any cache that is found to be in violation of this policy. If, at any time, the staff is unable to make contact with the cache owner, the cache owner will be considered abandoned property. The cache is to be kept at the facility for thirty (30) days, if at which time it is not claimed, it will be disposed of.

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