



BOARD OF COUNTY COMMISSIONERS

POLICY

Title: Caretakers

NUMBER: BCC-76
CANCELS: 09/17/2016
APPROVED: 08/25/2026
ORIGINATOR: Parks and Recreation
REVIEW: 08/24/2029

I. Objective

To establish a method for providing caretakers at County Parks and Recreation facilities.

II. Definitions and References

- A. Section 435.04; Florida Statutes “Level 2 screening standards.”
- B. Board – Brevard County Board of County Commissioners.
- C. Caretaker – Person(s) licensed by the Parks and Recreation Department to reside and provide security and other services at a County facility.
- D. Department: Brevard County Parks and Recreation Department.
- E. Facility – Any building and/or property that is owned, leased, or operated under the authority of the Board of County Commissioner’s custodian, the Parks and Recreation Departments.

III. Directives

The Board has determined that a need exists to provide for the security and safety of the County’s Parks and Recreation facilities and properties, therefore a qualified person or persons shall be obtained to serve as caretaker for the designated properties.

A. Administration

- 1. The Brevard County Parks and Recreation Department shall be responsible for the administration and monitoring of Departmental Caretakers.

B. Caretaker Eligibility

- 1. Must be a Brevard County resident.
- 2. Must pass a Level 2 Background Screening as outlined in Section 435.04, Florida Statutes, that may be amended from time to time.

3. Additional Caretaker duties, qualifications, and selection criteria shall be determined by the particular needs and requirements of the Parks and Recreation property for which the caretaker is being selected.
 - i. The Parks and Recreation Department will develop a Standard Operating Procedure (SOP) for implementation of this policy that may be amended from time to time.

C. Policy

1. The Department will review its properties to determine locations which would be conducive for a Caretaker and beneficial for the County.
 - i. Part of the review will entail verification regarding onsite Departmental accommodations versus the need for the Caretaker to provide their own lodging.
2. The Department will invite interested individuals to apply to provide Caretaker services (through Press Releases and the County Website).
3. The Departmental Manager responsible for the facility requiring a caretaker shall interview applicants and recommend selection by requesting the Department Director execute a Caretaker License to Occupy Agreement with the best qualified applicant.
 - i. Agreements must be reviewed and approved by the County Attorney's Office and Risk Management.

IV. Reservation of Authority

The authority to issue and/or revise Policies is reserved to the Board of County Commissioners

Thad Altman, Chair
Board of County Commissioners
Brevard County, Florida

Attest:

As approved by the Board on
08/25/2026

Rachel M. Sadoff, Clerk