
Code of Conduct

Purpose:

To provide a safe, positive, and welcoming environment where people are valued and respected.

Additional Authority:

City Code: Chapter XV, Article 2

Scope:

This policy governs the conduct of all staff, volunteers, and participants, as well as park and facility users participating in any program or activity conducted or sponsored by the Lawrence Parks and Recreation Department.

Responsible Party:

Director, Lawrence Parks and Recreation Department

I. Policy:

- A. The City of Lawrence Parks and Recreation Department strives to create an atmosphere of respect and courtesy.
- B. LPRD employees, patrons, and participants are expected to demonstrate appropriate social behavior and treatment of others at all times. Physical, mental, verbal or emotional abuse will not be accepted or tolerated by anyone participating in any Parks and Recreation activity, facility, or program.
- C. All LPRD employees are authorized to enforce this Policy, along with any rules and regulations applicable to the facility, activity, park or program.

II. Procedures:

- A. Formal disciplinary actions should be consistent for similar infractions.
- B. In the case of misconduct of a minor nature, staff will stop the action and remind patrons of the facility rules.
- C. For more severe misconduct the following suspension guidelines should be followed (actual suspension may be higher based on the situation and facts gathered):

Discipline Levels & Consequences

1. Level I Offense

Offenses to include but not limited to:

- Resulting in up to a one-month suspension from all LPRD facilities and programs
- Inappropriate language/actions

(1) Use of profane, obscene, or inappropriate language (written or spoken) or offensive gestures

- Disrespectful Behavior
- Arguing or verbally harassing staff and/or patrons
- Causing a disturbance
- Being in unauthorized areas of a facility without staff permission
- Violation of posted facility rules and regulations
- Violation of LPRD Tobacco free policy

Staff to enforce consequences: Any staff member (part-time or full-time may enforce Level I offenses.

Consequence:

1st offense: verbal warning and correction of behavior and possible multiple day suspension up to 7 days

2nd offense: 14 day suspension

3rd offense: 30 day suspension (Level 2 1st offense)

2. Level II Offense

Offenses to include but not limited to:

– Resulting in a one to three-month suspension from all LPRD facilities and programs

- Repeated Level I infractions
- Roughhousing/horseplay, wrestling or verbal fights
- Severely inappropriate language/actions (continuous cursing)
- Use or possession of alcohol without proper LPRD permits
- Use or possession of illegal drugs
- Severe violation of rules (such as tobacco use by a minor)
- Fourth or greater level I offense

Staff to enforce consequences: Any staff member (part-time or full-time may enforce Level II offenses. A supervisor or higher shall impose the consequence (letter).

3. Level III Offense

Offenses to include but not limited to:

– Resulting in a three month to one-year suspension from LPRD facilities and programs

- Physically striking a person; issuing a verbal or written threat (does not require police involvement)
- Theft of City property and/or property belonging to LPRD staff, patrons or contracted vendors
- Willful or malicious destruction of City property
- Repeated Level II infractions
- Violation of City or State law

Staff to enforce consequences: Supervisor or responsible staff member, and staff member witnessing the incident shall impose the consequence. (WES/PT PR employees).

Consequence:

1st offense: 180 day suspension

2nd offense: 365 day suspension from all programs and facilities (Level IV 1st offense)

4. Level IV Offenses

Offenses to include but not limited to:

- Resulting in a year suspension to indefinite from LPRD facilities and programs
 - Misdemeanor, such as theft or vandalism of less than \$500.00, simple assault, or violation of weapon, drug or alcohol policies. Offender does not have to be arrested, charged or convicted of the misdemeanor to be subject to discipline pursuant to this policy.

Staff to enforce consequences: Police will be called to the scene and proceed with the normal protocol. Additionally, the Recreation Operations Manager shall impose the consequences

Consequence:

1st offense: 365 day suspension from all programs and facilities

2nd offense: Indefinite suspension from all programs and facilities at the discretion of the Recreation Operations Manager (2 year minimum)

5. Level V Offenses

Offenses to include but not limited to:

- Resulting in a 2 year suspension to indefinite from LPRD facilities and programs
 - Felony, such as theft or vandalism of \$500.00 or more, aggravated assault (serious bodily harm or use of a weapon), or violation of weapon, drug or alcohol policies. Offender does not have to be arrested, charged or convicted of the felony to be subject to discipline pursuant to this policy.

Staff to enforce consequences: Police will be called to the scene and proceed with the normal protocol. Additionally, the Recreation Operations Manager shall impose the consequences

Consequence:

1st offense: Indefinite suspension from all programs and facilities at the discretion of the Recreation Operations Manager (2 year minimum)

2nd offense: Permanent ban from all LPRD programs and facilities at the discretion of the Director or his/her designee based on a recommendation from the Recreation Operation Manager.

- D. For offenses resulting in a suspension for **less than 1 year**, a verbal notice will be given and the patron will be asked to leave immediately.
1. Non-emergency PD may be called to escort the patron out if necessary.
 2. If patron leaves (or they are not present) before they can be given notice, they will be notified by staff (or PD) the next time they visit the facility.

- E. For offenses resulting in a suspension for **1 year or longer**, a verbal notice will be given and the patron will be asked to leave immediately. Follow up and notify the patron of the suspension via written letter on City letterhead, signed by the Recreation Operations Manager.
 - 1. Non-emergency PD may be called to escort the patron out if necessary.
 - 2. If patron leaves (or they are not present) before they can be given notice, they will be notified by phone call if contact information is available, staff (or PD) the next time they visit the facility, or via letter in the mail (whichever comes first).
 - 3. A suspension letter template will be available on the network drive under Parks&Rec>Facilities>Suspensions. Letter must be reviewed and approved by the Recreation Operations Manager and Assistant Director.
- F. After a suspension is given, the supervisor must complete the following steps:
 - 1. Notify all other program/facility supervisors of the suspension and include a picture if one is available.
 - 2. Update RecTrac to flag the account.
- G. A patron may appeal a suspension by notice in writing to the Director within 15 days after receipt of suspension. Suspensions less than ten days may not be appealed.
- H. Only the Director or his designee has authority to ban an individual permanently from an LPRD program or facility. Staff may in extreme cases restrict a patron from returning to a facility or program until the Director or his/her designee can rule on the severity of the penalty.