

I. PURPOSE

A. The purpose of this policy is to establish a Code of Conduct for use of Northville Parks and Recreation facilities and public recreational property for program participants and guests.

B. Violation of this policy may result in a suspension of the right to use Northville Parks and Recreation facilities or participate in programs, up to and including a result in a criminal or civil penalty. Applies to all property under the jurisdiction of the Northville Parks & Recreation Department or any location where programs and services are held as applicable.

II. CODE OF CONDUCT

Northville Parks and Recreation strives to provide premier facilities, programs and services so that community members have the opportunity to participate in high quality, diversified fitness, recreation, social and educational opportunities. Guests and participants are entitled to responsive service in a welcoming, safe and enjoyable atmosphere. At the same time, Northville Parks & Recreation expects reasonable and appropriate behavior from those who visit the facilities and participate in programs.

To meet this goal, Northville Parks & Recreation has established this Code of Conduct, which sets forth prohibited conduct, the penalty for violations of the policy and the remedies available to any aggrieved person.

A. Criminal Behavior

Any person charged with a misdemeanor or felony crime conducted at Northville Parks & Recreation facilities will be suspended pending the outcome of the criminal proceedings. Upon a guilty plea, nolo contendere plea or conviction by a judge or jury, the suspension shall become permanent. Upon a dismissal or finding of "not guilty", subject to the review and approval of the Parks & Recreation Director with concurrence of the appropriate policy agency, the suspension may be lifted.

B. Guidelines

1. Individuals will be advised of a violation of this policy. If behavior continues, the individual may be asked to leave the premises and is subject to suspension. If behavior is severe or potentially life threatening, the individual will not receive a warning and shall be subject to immediate ejection from facility and a suspension from the facility or program. Refunds will not be given to individuals who are suspended. Northville Parks & Recreation also reserves the right to confiscate annual/daily passes, punch cards or program registration of anyone whose behavior creates a disturbance for others or for repeated behavioral offenses.

2. If the offending individual is a minor (under the age of 18) the parent/guardian will be contacted for removal from the facility or program.

C. Refusal of Admission

Northville Parks & Recreation reserves the right to deny admission or service to or remove from Parks & Recreation facilities or locations anyone suspected to be under the influence of alcohol, marijuana, or any controlled substance or in violation of any facility or program rules or regulations.

D. Appeals

Any person suspended from Northville Parks & Recreation facilities may appeal the suspension within five (5) business days of the date of the suspension notice from Northville Parks & Recreation as set forth in this policy under IV.C.

III. PROHIBITED ACTS

The following conduct is prohibited in Parks & Recreation facilities may include but are not limited to:

- A. Discharge of a fire extinguisher/false fire alarm
- B. Fighting or assault
- C. Vandalism
- D. Smoking in a building
- E. Loitering
- F. Use, possession, sale or distribution of a controlled substance
- G. Unauthorized entry or breaking and entering
- H. Use of a recording device to harass other facilities users
- I. Harassing of employees or other facilities users or insubordination to Parks and Recreation employees
- J. Violation of any other Parks & Recreation policies regulating the use of Parks & Recreation or host facilities

IV. ENFORCEMENT

- A. **Violations of Law.** Any conduct reasonably believed by Northville Parks & Recreation Staff to be a violation of state or local law will be reported to the appropriate police agency and may result in: (1) The issuance of a citation or arrest; (2) issuance of a trespass notice under IV. C. below; and/ or (3) notification of a suspension from Parks & Recreation facilities.
- B. **Violation of Policy.** Conduct that would not constitute a violation of state or local law but that does violate a Parks & Recreation policy may result in (1) notification of a suspension from Parks & Recreation facilities and program locations and/or (2) issuance of a trespass notice.

- A. **Suspension/Trespass** Suspension and trespass from Parks & Recreation facilities and host locations shall be carried out in accordance with the following:
1. A suspension notice shall be issued electronically and US Mail by the Assistant Director, appropriate Superintendent or their designee.
 2. Upon receipt of the notice, the suspended person (or their guardian if a minor) shall have the right to request in writing an appeal within five (5) business days of the date on the notice addressed to the Director of Northville Parks & Recreation. An appeal hearing shall be scheduled at the earliest convenient date for all parties but in no circumstance shall it be scheduled later than ten (10) business days after the request is made. The aggrieved party shall be notified of the determination of the Parks & Recreation Director in writing within five (5) business days of the appeal.
 3. In the event that a suspension is issued with minimal time for an appeal a reasonable effort will be made by the department to expedite the appeal hearing.
 4. If necessary a trespass notice shall be issued in person by the appropriate Police Department.
 2. Within ten business days of the trespass notice, the suspended individual shall receive notice sent via certified mail setting forth in writing the reason for suspension and the procedure for requesting an appeal.
 4. Failure to request an appeal within the specified time shall result the last written determination being deemed final.
 5. If the individual enters Northville Parks & Recreation facilities in violation of the suspension or trespass notice(s), the appropriate police agency will be contacted. A pending appeal hearing does not allow for entrance to the property/program; a suspension remains in effect until an appeal is granted or the time period detailed in the trespass notice expires.

Note: Northville Parks & Recreation is not responsible for official letters going to incorrect addresses; it is an individual's responsibility to have their most current address on file when participating in any program or facility use.

**Northville Township Parks & Recreation
CODE OF CONDUCT AND SUSPENSION
POLICY -
AT NPR FACILITIES**

NPR: 0

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**Adopted:
Reviewed:**

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