

**CODE OF CONDUCT AND SUSPENSION POLICY -
AT CLS FACILITIES****Adopted: November 13, 2003****Revised: November 8, 2016****I. PURPOSE:**

- A.** The purpose of this policy is to establish a Code of Conduct for use of Leisure Services facilities and public recreational property for program participants and their guests.

- B.** This policy applies to all property under the jurisdiction of the Leisure Services Department of Canton Township. Violation of this policy will not result in a criminal or civil penalty, but may result in a suspension of the right to use Leisure Services facilities.

II. CODE OF CONDUCT:

The Charter Township of Canton 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, Canton Leisure Services expects reasonable and appropriate behavior from those who visit the facilities and participate in programs.

To meet this goal, Canton Leisure Services 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 on Leisure Services 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", the suspension may be lifted, subject to the review and approval of the Leisure Services Director and Public Safety Director.

B. Guidelines

- 1. Individuals will be advised of a violation of this policy. If such 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. Canton Leisure Services also reserves the right to confiscate annual/daily passes or program registration of anyone whose behavior creates a disturbance for others or for repeated behavioral offenses.

**CODE OF CONDUCT AND SUSPENSION POLICY -
AT CLS FACILITIES**

Adopted: November 13, 2003

Revised: November 8, 2016

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

Canton Leisure Services reserves the right to deny admission or service to or remove from Leisure Services Facilities anyone suspected to be under the influence of alcohol or a controlled substance or in violation of any facility or program rules or regulations.

D. Appeals

Any person suspended from Leisure Services facilities may appeal the suspension within five (5) business days of the date of the suspension notice as set forth in the Suspension Review Policy/Guidelines.

III. PROHIBITED ACTS

The following conduct is prohibited in Leisure Services facilities:

- 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 Leisure Services employees or other facilities users or insubordination to Leisure Services employees
- J. Violation of any other Township policies regulating the use of Township owned property

IV. ENFORCEMENT:

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

**CODE OF CONDUCT AND SUSPENSION POLICY -
AT CLS FACILITIES**

Adopted: November 13, 2003

Revised: November 8, 2016

- C. Suspension from Leisure Services facilities shall be carried out in accordance with the following:
- (1) A trespass notice shall be issued in person by Public Safety.
 - (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.
 - (3) 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 Leisure Services. 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 Leisure Services Director in writing within five (5) business days of the appeal.
 - (4) Failure to request an appeal within the specified time shall result in the last written determination being deemed final.
 - (5) If the individual enters Leisure Services facilities in violation of the trespass notice, the Canton Police Department 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: Canton Leisure Services 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 holding any facility membership.

**CANTON LEISURE SERVICES
CODE OF CONDUCT/SUSPENSION REVIEW**

Individual Under Review:

Address:

Home Phone:

Cell Phone:

Business Phone:

Date of Birth:

M **F**

Race:

Date of Incident:

Time:

Location:

Type of Misconduct (Check One Only)

- | | | |
|---------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Vandalism | <input type="checkbox"/> Verbal Abuse of Guest or Staff | <input type="checkbox"/> Punching, Hitting, Fighting |
| <input type="checkbox"/> Theft | <input type="checkbox"/> Unauthorized Entry | <input type="checkbox"/> Failure to Comply w/Rules |
| <input type="checkbox"/> Other _____ | | |

Narrative:

CIT #:

Was Public Safety Contacted: **Yes** **No**

Was the Individual Trespassed: **Yes** **No**

Suspension Issued By:

Length of Suspension:

Date forwarded to Division Supervisor:

Notes:

Notification to Appeal Suspension

Received By:

Date:

Notes:

Suspension Appeal Process

Leisure Services Director:

Denied

Upheld

Date