

HATFIELD CHILSON RECREATION/SENIOR CENTER Suspension Policy

- I. **Policy:** The Hatfield Chilson Recreation Center is a family recreational facility operated for the benefit of the community. It is essential to the enjoyment of this facility by its patrons that a non-threatening, pleasant atmosphere be maintained and that the behavior of a patron not be allowed to disrupt the experience of others. These rules are intended to achieve that aim by imposing necessary restrictions on the actions of individuals.

- II. **Warnings:** A verbal warning is given for general problems the first time they occur. The warning will include notification that the inappropriate behavior will not be tolerated and any additional problems may result in suspension from the facility.

- III. **General Problems Include:**
 - A. Lack of respect for Chilson staff
 - B. Harassment of Chilson Center guests or staff including physical and verbal abuse
 - C. Use of abusive language
 - D. Loud, threatening or rude behavior
 - E. Disregarding Chilson Center policies
 - F. Abuse of Chilson Center equipment and/or properties
 - G. Not paying to use the Chilson Center; includes excessive and/or obtrusive loitering in or around the entry ways, lounge, and atrium area
 - H. Excessive rowdiness
 - I. Presence of or suspected use of drugs, alcohol, tobacco products and electronic cigarettes or e-cigarettes (including electronic cigars, electronic cigarillos, electronic hookahs, and electronic pipes) in any area of the building or within 15 feet of any entrance.

- IV. **Suspension Period:** Typically one day to one year and may be issued by building or facility supervisor or a Loveland Police Officer. All suspensions are reviewed by the Facility Management Team and are subject to adjustment and appeal. The Building/Facility Supervisor, police, or security personnel make suspension recommendations to Facility Management Team.

The nature and seriousness of the offense will determine the length of the suspension. Aggravated circumstances, even for a first offense, may warrant a longer period of suspension. Repeat offenses result in extended suspension. If any two suspensions are received within a 30 day period of time or if any three suspensions are received within a 1 year period of time, the individual receives an automatic 1 year suspension.

If a suspended individual returns to the Chilson property (including the Senior Center or within 100 feet of any door) during a suspension period, that individual's suspension will be doubled. The suspension is lengthened in this manner for each reoccurring instance of infraction of the suspension period. In addition, the police will be contacted, and the suspended individual cited for trespassing.

- V. **Library and Security Staff Notification:** The Library and Security staff will be notified of suspensions from the Chilson Center.

- VI. **Harassment Involving City Employee, Volunteer, Other Guest:** Harassment or other related conduct of a City employee, volunteer or other guest by a citizen or vice versa shall be reported to the Human Resources Department as soon as possible. The Human Resources Department will

investigate the matter and recommend appropriate action to the City Manager. Chilson supervisory staff will also implement a temporary suspension and/or notify police if deemed appropriate based on standard suspension guidelines.

VII. Appeals: Any person aggrieved by an action to suspend the use of the facility may appeal the action by filing a statement, within 30 days of the suspension start date or suspension modification date, in writing to the Recreation Division Manager setting forth the reason(s) such person believes the suspension is improper. All relevant and applicable information shall be reviewed and considered by the Division Manager including but not limited to complaints and statements from guests; statements and incident reports from staff; video and audio files of the incident or incidents; and any information submitted by the suspended party or their representative. Such appeal shall be considered and ruled upon by the Recreation Division Manager or a person acting on behalf of the Division Manager. The Division Manager may conduct such interviews and gather such other information as the Manager deems necessary and may, without being obligated to do so, amend the term of the suspension within sixty (60) days of the filing of the written statement of appeal. Recreation Division Manager decisions on appealed suspensions are final.

VIII. General Provisions:

- A. A photograph is taken of every individual suspended and is kept with internal suspension reports to aid staff in identification. Incidents involving vandalism, theft, possible criminal acts, or other serious offenses will be reported to the police. Parents will also be notified for any suspension issued to juveniles for any length of time.
- B. Detailed incident reports are prepared for each incident by the supervisor on duty. Name of parties involved, addresses, phone numbers, description of incident and action taken will be included on all reports. Every effort will be made to contact a parent/guardian and such contact will be noted on the report. Originals of all reports are given to the Facility Manager or deposited in his/her mailbox. A copy of the incident report involving suspension will be kept in the suspension file. Suspensions or incidents of a serious nature will be reported to a Facility Manager immediately.
- C. If an individual (juvenile) is asked to leave and has made prior transportation arrangements, the individual is allowed to sit quietly in the Chilson Center lobby to wait for their ride. However, every effort will be made to contact the parents or guardians at the time of suspension.