City of Temple City
Parks and Recreation Department
Code of Conduct

The City of Temple City Parks and Recreation Department offers recreational programs, activities, services, and events for the community. The Temple City Parks and Recreation Code of Conduct ("Code of Conduct") provides guidelines to maintain a friendly and safe environment for all participants, volunteers, and City staff. Participants are expected to adhere to this Code of Conduct and conduct themselves appropriately while utilizing and taking part in city facilities, parks, programs, services, and special events.

Standards of Conduct

All Temple City Parks and Recreation visitors, facility users, program participants, caregivers, organizations, and volunteers are expected to:

- Be considerate of and courteous to others;
- Be flexible in accepting alternative facility assignments or modifications to schedules;
- Comply with decisions of staff and abide by established grievance procedures if issues or concerns arise; and
- Be respectful of City facilities, equipment, and property.

Violations

City staff reserves the right to remove any person from City facilities, programs, activities, or events who violates the Code of Conduct and the person(s) will be subject to the Consequences, as listed herein. The following actions are considered violations of the Code of Conduct and City staff may initiate the consequences below at its discretion:

- Actions or behavior that denies other participants or volunteers the ability to safely and respectfully enjoy the Senior Center and its programs, services, activities, and events;
- Repeated verbal threats or one or more physical altercations with other participants, volunteers, or City staff;
- Destruction or vandalism of City materials, equipment, furniture or property;
- Refusal to obey City staff with regard to the operation of any program or the use of any City facility or equipment;
- Repeated loud or offensive behavior or language that interferes with the ability of others to safely or respectfully participate in City activities or enjoy City facilities;
- Harassment or discrimination of any kind, including, but not limited to age, race, national origin, gender, religion, sexual orientation, or political affiliation;
- Any activity that negatively affects the physical health of participants, volunteers, or City staff or places them in physical danger;

- Violations of City, County, State, or Federal law while on City property or when participating in City-sponsored programs, services, activities, or events;
- Possession or use of alcohol, tobacco, illegal drugs or non-prescribed controlled substances while on City property or when participating in City-sponsored programs, services, activities, or events;
- Inappropriate and/or revealing attire; and/or
- Severe lack of personal cleanliness and hygiene.

Consequences of Violations

The City reserves the right to suspend any participant or person who violates the Code of Conduct. Suspension may include revocation of privileges to use City facilities, City property, City services, or participation in City sponsored programs, activities, and events.

Violations of the Code of Conduct shall be addressed in the following manner:

- **1st Offense: Verbal Counseling or Warning**
  Participants will receive a verbal warning from a City staff person. City staff will document this occurrence on an "Incident Report." For items that require "repeated" or "severe" violations to be actionable, two or even three verbal warnings (at the discretion of the Parks and Recreation Director or their designee) with documentation will be required before moving to the "Second Offense" consequence.

- **2nd Offense: Written Warning and One Program Day Suspension**
  City staff will record the second offense on an "Incident Report." The participant will meet with the Parks and Recreation Director or their designee to discuss the violation and implement any corrective action deemed necessary by the City. A written suspension of one program day will be given to the participant outlining the incidents and the specific violation(s) of the Code of Conduct.

- **3rd Offense: One Week to One Month Suspension**
  City staff will record the occurrence on an "Incident Report." The participant will meet with the Parks and Recreation Director or their designee to discuss the violation and implement any corrective action deemed necessary by the City. At the discretion of the Parks and Recreation Director or their designee, a written one week to one-month suspension will be given to the participant explaining the incidents and the violation of the Code of Conduct. The written suspension will include the rationale for the duration of the suspension as well as the beginning and end dates of the suspension. Failure to meet with the Parks and Recreation Director or their designee will be grounds for a continued and/or indefinite suspension of more than one month.

- **Final Offense: Long-Term or Indefinite Suspension**
  City staff will record the occurrence on an "Incident Report." The participant will meet with the Parks and Recreation Director or their designee to discuss the violation and implement any corrective action deemed necessary by the City. At the discretion of the Parks and Recreation Director or their designee, a written long-term or indefinite suspension will be given to the participant explaining the incidents and the violation of the Code of Conduct, and include the dates of the suspension (if applicable). Failure to meet with the Parks and Recreation Director or their designee will be grounds for a continued indefinite suspension.

Immediate Suspension

Notwithstanding the above, participants/patrons may receive an immediate suspension and revocation of privileges if the violation is so serious in nature as determined by the Parks and Recreation Director or their designee that immediate suspension is warranted to protect the health, safety, or mental well-being of other participants or of City staff or other persons. Such violations may include but are not limited to:

- Violations that place participants, volunteers, City staff, other persons, or City property in imminent danger; and/or
- Violations involving law enforcement personnel.

City staff will record the occurrence on an "Incident Report." The participant will meet with the Parks and Recreation Director or their designee to discuss the violation and, if applicable, implement any corrective action deemed necessary by the City notwithstanding the immediate suspension. At the discretion of the Parks and Recreation Director or their designee, a written long-term suspension will be given to the participant explaining the incidents, the violation of the Code of Conduct, and the dates of the suspension (if applicable). Failure to meet with the Parks and Recreation Director or their designee will be grounds for a continued indefinite suspension.

Appeal Process

Participants have the right to appeal a decision made regarding an incident to the City Manager or their designee within 15 days of receipt of the written notice of suspension. Participants must appeal the decision in writing by e-mail or mail.

E-mail:
Bryan Cook
City Manager
bcook@templecity.us

Mail:
City of Temple City
Attn: City Manager
9701 Las Tunas Dr.
Temple City, CA 91780

After a thorough review of the participant's Code of Conduct violation(s), an appointment will be made with the participant to discuss the situation. The participant will not be allowed to return to City facilities, City parks, City properties or participate in City programs, services and/or special events until the investigation and appeal process is completed.

I have read the City of Temple City Parks and Recreation Code of Conduct and agree to abide by the rules and guidelines outlined herein.

Printed Name:_____

Signature:_____ Date:_____