



CANTON *Leisure Services*  
*Creating Community*  
*Through People, Parks and Programs*

## **Canton Township 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 the highest quality of 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 a reasonable and proper behavior from those who visit the facilities and attend programs.

To meet this goal Canton Leisure Services has established this code of conduct. It is the key to good conduct and proper consideration for other people.

### **A. Zero Tolerance**

A zero tolerance stance will be taken as it relates to criminal behavior.

### **B. Guidelines**

1. Individuals will be advised of their inappropriate behavior or action. 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 an immediate one year suspension from the facility or program with no refund of any fees paid. 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.
2. If the offending individual is a minor (under the age of 18) the parent/guardian will be contacted for removal from facility or program and suspension.

### **C. Refusal of Admission**

Canton Leisure Services reserves the right to deny admission or service to anyone who appears to be under the influence of alcohol or a controlled substance or in violation of any facility/program rules and regulations.

### **D. Discretionary Rights**

Canton Leisure Services Management reserves the right to make discretionary adjustments to misconduct penalties depending upon the circumstances.

### **E. Appeals**

Individuals may appeal the suspension within two days of notice of the written dated suspension and per the Suspension Review Policy.

## **EXAMPLES OF MISCONDUCT AND RESULTING ACTION**

(NOTE: This list is intended to be used for example only is not all inclusive and subject to discretionary adjustments.)

### **EXAMPLE MISCONDUCT**

### **POSSIBLE RESULTING ACTION**

Discharge Of Fire Extinguisher  
False Fire Alarm

Up to one year suspension from facility, contact of legal authority (issuance of ticket and trespass notice), financial restitution to recharge or replace extinguisher and to repair any damage to facility.

Punching, Hitting, Fighting,  
Assault and Battery

Minimum of one year suspension from facility, contact of legal authority (issuance of trespass notice).

Vandalism

One year suspension from facility, contact of legal authority (issuance of tickets and trespass notice) financial restitution to repair damage to facility, equipment or grounds.

Verbal Abuse  
Insubordination Towards A Staff Member

Up to one year suspension from the facility, contact of legal authority (issuance of tickets and trespass notice).

Smoking

Immediate daily suspension from the facility, contact of legal authority if a minor.

Loitering

Contact of legal authority (issuance of trespass notice).

Possession, Sale Or Distribution  
Of A Controlled Substance

Contact of legal authority (issuance of trespass notice, legal action) permanent suspension from facility.

Unauthorized Entry

Contact of legal authority (issue of trespass notice, legal action) possible suspension from facility.

Unauthorized use of recording device.

Contact of legal authority (issue of trespass notice, legal action) suspension from facility.

### **F. Suspension Policy and Review Procedure**

Violation of the Leisure Services Code of Conduct may result in a suspension from a Leisure Services facility/program. The suspended individual shall receive a written notice of suspension citing the reason for suspension and a trespass notice. If the individual visits the property/program

during the notice, a warrant will be issued for their arrest.

The suspended person (or their guardian) shall have the right to an appeal via telephone or scheduled meeting within two business days of the date of the suspension notice. The appeal shall be made to the applicable management representative. If the appeal is denied, then the appeal process shall continue to the next management level within two business days of each denial in the following order:

1. Full Time Supervisory Staff Member issuing the suspension
2. Applicable Division Supervisor
3. Applicable Division Manager
4. Leisure Services Director

Failure to request an appeal within the specified time will terminate the appeal process.

If the suspension is upheld through this appeal process, the individual may request a hearing before the Suspension Review Board as a final resort as follows:

### **Suspension Review Board Procedure**

1. Suspended individual (or their guardian) shall submit a written request for review within seven business days from the Leisure Services Director's decision.
2. A meeting with the Review Board shall be scheduled within five business days of the receipt of the request. The Review Board shall consist of any three citizen members from the Leisure Services Advisory Committee with any one member presiding as chairperson.
3. Leisure Services staff shall provide a copy of all reports, data, and documents surrounding the incident and verbally present the facts in support of the suspension.
4. The suspended individual (or their guardian) shall have the right to present facts in opposition to the suspension.
5. The Review Board shall review all information and announce their decision within two business days.
6. Review Board may decide to:
  1. Uphold the original suspension
  2. Uphold the suspension with a modification
  - c Overturn the suspension
7. All decisions of the Review Board are final.
8. The suspension shall remain in effect pending the appeal and review board process. The suspended individual may not visit the Canton Leisure Services facility/program from which they were suspended.