



Enriching Lives & Connecting Communities

Facility User Code of Conduct

RCRC Facilities
Policy No. 14025

Revision Date: December 16, 2013
Last Revised: December 14, 2010

Policy Statement

The Richland County Recreation Commission sets out rules of conduct for all facility patrons and guidelines for RCRC staff in order to provide a positive environment for patrons. All patrons of the Commission's facilities and programs are expected to exhibit good sportsmanship and appropriate behavior at all times.

Guidance:

All patrons must abide by all applicable laws, regulations and ordinances when participating in RCRC programs or using RCRC facilities. Law enforcement may be contacted when deemed necessary.

1. Category I Offenses (Most Severe):

- a. Possession, transfer or use of a firearm
- b. Possession, transfer, or use of a weapon including but not limited to knife, BB gun, pellet gun, razor blade, brass or metal knuckles or box cutter.
- c. Assaulting or threatening an RCRC staff member/patron.

Consequences for Category I Offenses:

First Offense: Permanent Suspension from all Richland County Recreation Commission facilities. Patron may apply for reinstatement after one year, however reinstatement is not guaranteed.

2. Category II Offenses:

- a. Possession, distribution or being under the influence of alcohol at any RCRC facility. Patrons of legal age may possess and consume only those alcoholic beverages sold by RCRC at a facility that has special provisions regarding alcoholic beverages that are allowed as part of a facility rental agreement or alcoholic beverages sold by RCRC at an RCRC facility that sells alcoholic beverages.

Note: RCRC reserves the right to refuse to sell alcoholic beverages to persons of legal age when at its discretion such action is warranted.

- b. Possession, distribution or being under the influence of any amount of illegal drugs (including legal drugs used or possessed in an illegal or improper manner).
- c. Inappropriate sexual conduct.
- d. Vandalism or destruction of property (may be subject to restitution)
- e. Theft
- f. Trespassing, including trespassing after suspension

Consequences for Category II Offenses:

- First Offense: A minimum of, but not limited to, 6 months suspension from all Richland County Recreation Commission facilities.
- Second Offense: A minimum of, but not limited to, 1 year suspension from all Richland County Recreation Commission facilities.
- Third Offense: Permanent suspension from all Richland County Recreation Commission facilities.

3. Category III Offenses:

- a. Use of abusive or obscene language.
- b. Inappropriate dress or revealing clothing in facility or on RCRC property.
- c. Unruly and disrespectful behavior.
- d. Refusal to obey rules, regulations or a staff member.

Consequences for Category III Offenses:

- Warning: A warning will be given for first offense violations of 3(a) and 3(b). For second offenses of 3(a) or 3(b) above proceed as follows:
- First Offense: A minimum of, but not limited to, 1 month suspension from all Richland County Recreation Commission facilities.
- Second Offense: A minimum of, but not limited to, 6 month suspension from all Richland County Recreation Commission facilities.
- Third Offense: A minimum of, but not limited to, 1 year suspension from all Richland County Recreation Commission facilities.

- 4. The Facility User Code of Conduct will be posted at all RCRC recreation facilities.
- 5. Violators who have been suspended according to the terms of this policy will be provided with a copy of the Appeal Process when possible.

6. Administrative Process-:

Any disciplinary issue warranting suspension will be investigated by the appropriate Division Head. If the Division Head concludes that a suspension is warranted, he/she shall issue a written finding that suspension is warranted and also set forth the period of suspension. Written notice of the suspension will be provided to the patron when possible.

Appeal Process (Due Process):

- Step 1. Should the patron believe that the suspension is not warranted or that the period of suspension is not appropriate, then the patron may submit a written appeal to the RCRC Executive Director setting forth the basis on which the patron contests the suspension or the period of suspension. This must be done within 10 calendar days of the date RCRC issued written notice of the suspension to the patron.
- Step 2. Within 10 calendar days of receiving notice of an appeal of a suspension, the RCRC Executive Director will schedule a hearing date and time for the patron's appeal to be heard.
- Step 3. During the scheduled hearing, the patron will have the right to introduce evidence and the right to examine witnesses.

Step 4. Appeal Hearing:

- a. The patron may proceed with presenting their side of events to the Executive Director through his or her own testimony or through the testimony of other witnesses. The patron may also submit any photographs or other documentary evidence that he or she wishes the Executive Director to consider. RCRC staff members involved with the disciplinary violation, including the Division Head of Facility Operations will be present at the hearing and the patron may ask questions of these persons at the hearing;
- b. The appeals hearing shall be an informal procedure, shall not have sworn testimony and will not be recorded;
- c. Neither RCRC nor the patron making the appeal shall have the right to be represented by counsel at the hearing;
- d. The burden is on the patron to present a compelling basis for the Executive Director to reverse or modify the suspension;
- e. The Executive Director has complete authority over the hearing and may exclude any testimony or other evidence proffered by the patron which in the discretion of the Executive Director is not relevant to the issues or is designed to harass, annoy or unduly embarrass a RCRC staff member or other patron;

- f. The Executive Director has the authority to sequester witnesses from the hearing room and to have any party removed from the hearing for inappropriate conduct, including the patron pursuing the appeal;
 - g. Executive Director will then declare the hearing closed.
- Step 5. A review of the case, which may include but not limited to a review of all pertinent information obtained during the appeal hearing and a review of RCRC policy will be done by the Executive Director and the Human Resources Director. If the Executive Director and the Human Resources Director are in agreement, within 10 calendar days from the date of the hearing, the Executive Director will render a written decision on the patron's appeal. The Executive Director has the authority to affirm the suspension, reverse the suspension, modify the terms of the suspension or obtain a third party review as the Executive Director finds appropriate.
- Step 6. Within 10 calendar days of receipt of notice of the Executive Director's written decision on the appeal, a patron may receive further review of the suspension by the full Commission Board by giving written notice to the Executive Director requesting review of his or her decision before the full Commission. This right shall extend only to those patrons whose suspension is for a period of one year or more. Moreover, the review by the full Commission shall not be an evidentiary hearing and shall be limited to whether the patron was afforded a prompt and fair hearing by the Executive Director.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.