

**City of Lawrence  
Parks, Recreation and Culture**

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| <b>SUBJECT</b><br>Code of Conduct         | <input checked="" type="checkbox"/> <b>Policy</b><br><input checked="" type="checkbox"/> <b>Procedure</b> | <b>APPLIES TO</b><br>Parks, Recreation and Culture<br>Department |
| <b>EFFECTIVE DATE</b><br>May 1, 2023      | <b>REVISED DATE</b><br>July 17, 2025  | <b>NEXT REVIEW DATE</b>  |
| <b>APPROVED BY</b><br>Luis Ruiz, Director | <b>TOTAL PAGES</b><br>4   | <b>POLICY NUMBER</b>   |

**1. Purpose and Scope**

- To provide a safe, positive, and welcoming environment where people are valued and respected.
- This policy governs the conduct of all staff, volunteers, and participants, as well as park and facility users participating in any program or activity conducted or sponsored by the Lawrence Parks, Recreation and Culture Department.

**2. Policy**

- The City of Lawrence Parks, Recreation and Culture Department strives to create an atmosphere of respect and courtesy.
- PRC employees, patrons, and participants are expected to demonstrate appropriate social behavior and treatment of others at all times. Physical, mental, verbal or emotional abuse will not be accepted or tolerated by anyone participating in any PRC activity, facility, or program.
- All PRC employees are authorized to enforce this Policy, along with any rules and regulations applicable to the facility, activity, park or program.

**3. Procedure**

- Formal disciplinary actions should be consistent for similar infractions.
- In the case of misconduct of a minor nature, staff will stop the action and remind patrons of the facility rules.
- For more severe misconduct the following suspension guidelines should be followed (actual suspension may be higher based on the situation and facts gathered):

**Discipline Levels**

**1. Level I Offense**

Offenses to include but not limited to:

– Resulting in up to a one-month suspension from all PRC facilities and programs

- Inappropriate language/actions
  - (1) Use of profane, obscene, or inappropriate language (written or spoken) or offensive gestures
- Disrespectful Behavior

- Arguing or verbally harassing staff and/or patrons
- Causing a disturbance
- Being in unauthorized areas of a facility without staff permission
- Violation of posted facility rules and regulations
- Violation of PRC Tobacco free policy

**Staff to enforce consequences:** Any full-time staff member may enforce Level I offenses.

## 2. Level II Offense

Offenses to include but not limited to:

– Resulting in a one to three-month suspension from all PRC facilities and programs

- Repeated Level I infractions
- Roughhousing/horseplay, wrestling or verbal fights
- Severely inappropriate language/actions (continuous cursing)
- Use or possession of alcohol without proper PRC permits
- Use or possession of illegal drugs
- Severe violation of rules (such as tobacco use by a minor)
- Fourth or greater level I offense

**Staff to enforce consequences:** Any full-time staff member may enforce Level II offenses. A supervisor or higher shall impose the consequence (letter).

## 3. Level III Offense

Offenses to include but not limited to:

– Resulting in a six month to one-year suspension from PRC facilities and programs

- Physically striking a person; issuing a verbal or written threat (does not require police involvement)
- Theft of City property and/or property belonging to PRC staff, patrons or contracted vendors
- Willful or malicious destruction of City property
- Inappropriate suggestive comments, or behavior generally perceived as sexual harassment, but not physically threatening
- Repeated Level II infractions
- Violation of City or State law

**Staff to enforce consequences:** A supervisor or higher shall enforce Level III offenses and impose the consequence (letter).

## 4. Level IV Offenses

Offenses to include but not limited to:

– Resulting in a year suspension to indefinite from PRC facilities and programs

- Misdemeanor, such as theft or vandalism of less than \$500.00, simple assault, or violation of weapon, drug or alcohol policies.
- Verbal harassment, lewd or sexual remarks, photographing others without consent, or unwanted physical proximity or attention

**Staff to enforce consequences:** Police will be called to the scene and proceed with the normal protocol. Additionally, the Recreation Operations Manager shall enforce Level IV offenses and impose the consequences (letter).

## 5. Level V Offenses

Offenses to include but not limited to:

– Resulting in a 2 year suspension to indefinite from PRC facilities and programs

- Felony, such as theft or vandalism of \$500.00 or more, aggravated assault (serious bodily harm or use of a weapon), or violation of weapon, drug or alcohol policies.
- Physical contact of a sexual nature, exposure, stalking, or any behavior deemed threatening, assaultive, or criminal.

**Staff to enforce consequences:** Police will be called to the scene and proceed with the normal protocol. Additionally, the Recreation Operations Manager shall enforce Level IV offenses and impose the consequences (letter).

## 6. Lifetime Ban

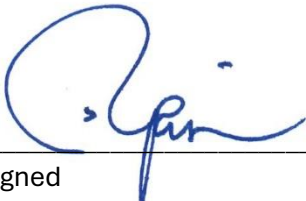
Only the Director or his designee has authority to ban an individual permanently from an PRC program or facility. Staff may in extreme cases restrict a patron from returning to a facility or program until the Director or his/her designee can rule on the severity of the penalty.

- For offenses resulting in a suspension for **less than 1 year**, a verbal notice will be given and the patron will be asked to leave immediately.
  - Non-emergency PD may be called to escort the patron out if necessary.
  - If patron leaves (or they are not present) before they can be given notice, they will be notified by staff (or PD) the next time they visit the facility.
- For offenses resulting in a suspension for **1 year or longer**, a verbal notice will be given and the patron will be asked to leave immediately. Follow up and notify the patron of the suspension via written letter on City letterhead, signed by the Recreation Operations Manager.
  - Non-emergency PD may be called to escort the patron out if necessary.
  - If patron leaves (or they are not present) before they can be given notice, they will be notified by phone call if contact information is available, staff (or PD) the next time they visit the facility, or via letter in the mail (whichever comes first).
  - A suspension letter template will be available on the network drive under Parks&Rec>Facilities>Suspensions. Letter must be reviewed and approved by the Recreation Operations Manager and Assistant Director.

- After a suspension is given, the supervisor must complete the following steps:
  - Notify all other program/facility supervisors of the suspension and include a picture if one is available.
  - Update RecTrac to flag the account.
- A patron may appeal a suspension by notice in writing to the Director within 15 days after receipt of suspension. Suspensions less than ten days may not be appealed.

**Trespassing**

The Parks and Recreation Department understands the importance of maintaining a safe and secure environment for all park and recreation users. Therefore PRC will work closely with LPD to ensure that any trespassing is authorized and necessary to resolve the issue at hand. A Trespass letter template and tracking spreadsheet are available on the network drive under Parks&Rec>Facilities>Trespass.



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Signed  
Luis Ruiz, Director PRC

7/17/2025

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Date