

## ENFORCEMENT OF RULES & REGULATIONS

### **Enforcement of the Community Services & Park’s (CSP) Rules & Regulations occurs through the following discipline and procedures:**

Depending on the offense’s severity (Level 1, 2, 3, 4 or 5) and the number of times incidents occur within a 1 year period, a patron who violates any one or more of the Rules & Regulations may receive:

- **Verbal warning** that CSP will exclude the patron from CSP’s premises and suspend the patron’s CSP privileges, if the patron’s behavior continues;
- **Verbal notice** that the patron is excluded from CSP’s premises and the patron’s CSP privileges are suspended for 1 day; or
- **Written notice** (“Notice of Exclusion from CSP and Suspension of CSP Privileges”) that the patron is excluded from CSP’s premises and the patron’s CSP privileges are suspended for 1 day, 30 days, 6 months, or 1 year.

An individual who has been disciplined for violating one or more Rules & Regulations faces a more severe penalty for a subsequent violation. A repeat offender need not violate the same rule to be subject to stricter enforcement. For example, if at 10:30 a.m. a patron commits a Level 1 Offense for the first time, triggering a verbal warning from CSP staff, and then 15 minutes later the patron commits a Level 3 Offense for the first time (*it is the second offense within a year*), CSP staff immediately can issue a “*Notice of Exclusion from CSP and Suspension of CSP Privileges*” for a period of 6 months and tell the patron to immediately leave the facility.

The chart below sets forth the progressive discipline for violating the Rules & Regulations.

### **Response to Level 1, 2, 3, 4 and 5 Offense**

Within 1 year Period →	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Level 1	Verbal or Written warning of immediate removal from premises	Immediate removal from premises + 1 day exclusion & privileges suspension	Immediate removal from premises + 30 days exclusion & privileges suspension	Immediate removal from premises + 6 month exclusion & privileges suspension	Immediate removal from premises + 1 year exclusion & privileges suspension
Level 2	Immediate removal from premises + 1 day exclusion & privileges suspension	Immediate removal from premises + 30 days exclusion & privileges suspension	Immediate removal from premises + 6 month exclusion & privileges suspension	Immediate removal from premises + 1 year exclusion & privileges suspension	
Level 3	Immediate removal from premises + 30 days exclusion & privileges suspension	Immediate removal from premises + 6 month exclusion & privileges suspension	Immediate removal from premises + 1 year exclusion & privileges suspension		
Level 4	Immediate removal from premises + 6 month exclusion & privileges suspension	Immediate removal from premises + 1 year exclusion & privileges suspension			
Level 5	Immediate removal from premises + 1 year exclusion & privileges suspension				

***A hearing process is available to individuals who have been excluded from CSP and whose CSP privileges have been suspended*** (See: “Procedures for: (1) Excluding a Patron from CSP and Suspending CSP Privileges; and (2) Conducting a Hearing on a Patron’s Appeal of the Exclusion and Suspension”). ***A staff Supervisor will notify parents/guardians of a minor’s violation(s) resulting in 7 days or more exclusion and privilege suspension.***

Although a violation of these Rules & Regulations may not constitute criminal conduct, criminal charges (including, but not limited to, trespass) may be filed against an individual who disobeys an order that excludes that person from CSP and suspends that person’s CSP privileges.

Additionally, CSP will uphold all federal, state, and local laws and court decisions concerning public behavior. Assistance from the Glendale Police Department will be requested as needed.

These Rules & Regulations were written in consultation with the Glendale City Attorney. The complete Rules & Regulations, and the procedures for an exclusion hearing prepared by the City Attorney, are available from the Administration Office at CSP.