



Currituck County Parks and Recreation Department Discipline Policy

This policy applies to all CCPRD facilities and programs, including off-site and staffed events.

Currituck County Parks and Recreation Department (CCPRD) welcomes everyone to use County recreational facilities as resources for social, educational, leisure and recreational uses. Currituck County recreational facilities accommodate a wide variety of activities varying from indoor meeting and conference rooms to noisy playgrounds and athletic fields. An individual or group whose conduct is disruptive, compromises safety, damages/destroys property, or is otherwise incompatible with the intended use of a facility prevents others from enjoying and using the facility.

Therefore, it is necessary that everyone who uses County recreational facilities follow this policy in order to:

- Afford appropriate respect for other visitors and staff
- Provide an appropriate level of maintenance and safety
- Ensure public access and use of facilities by everyone
- Facilitate success in programming

General Information

Currituck County by and through its Parks and Recreation Department reserves the right to have any individual removed from County recreational facilities and/or programs if there is a discipline issue. **Refunds will not be given for anyone asked to leave any facility or program for disciplinary reasons.** Currituck County reserves the right to suspend future access to facilities in cases of disciplinary actions.

Notification will be given to a participant's parents or legal guardian upon issuance of disciplinary action if that individual is under 16 years of age. All suspensions begin immediately; however, the next business day will be considered day one of the suspension.

When the participant has served suspension time, upon return to the facility or program he or she will have a meeting with the Director about behavior expected in the future. It will be mandatory for a parent or guardian to be in this conversation if the individual is under 16 years of age. The County reserves the right to make a parent conference mandatory before the participant will be allowed to return to any Currituck County recreational facility or program.

The CCPRD Director may review any suspension and may overturn a suspension if special circumstances warrant a participant's return before the participant's suspension has been served.

Each site coordinator or staff member will document each incident and records will be kept at the CCPRD main office. Staff members will complete an incident/accident form for each different occurrence. Any complaint received by a spectator, coach, or official should be documented and investigated by staff and reported to the Director. Severe or multiple offenses will be punished accordingly, at the discretion of the Director.

Any participant suspended from a County recreational facility or program is suspended from all County recreational facilities and programs. Suspensions shall be immediately reported to the main office, and a current list of suspensions and dates of reinstatement will be faxed to each facility on a regular basis.

Appeal Process

The County, by and through the Director of the Currituck County Parks and Recreation Department, may ban an individual from the use of County parks, facilities, and programs, without appeal, for a period up to thirty (30) days by informing the individual in writing that they have failed to adhere to the General Park Rules and Regulations. Individuals banned from programs, parks, or facilities for a period of more than thirty (30) days shall be notified in writing within five (5) business days of the decision to ban the individual from participation and use of facilities. The individual will have five (5) business days from the time of receipt of the notification to appeal the disciplinary action in writing stating why the individual should not be banned. Such a request for appeal must be sent to the Director of the Currituck County Parks and Recreation Department at P.O. Box 39, Currituck, NC 27929.

An appeal may be granted provided that there are other facts or information that has come forward that were not present at the time of issuance of the disciplinary action. An appeal will not automatically delay the Director's decision; disciplinary actions shall take effect immediately unless stated otherwise by the Director.

The Director shall hold a due process hearing on any timely appeal of a ban of more than thirty (30) days. There is no right to a due process hearing before the Recreation Advisory Board in any other disciplinary action which is a thirty (30) days or less ban from facilities or programs, but the Director may hold a hearing on any disciplinary measure.

A due process hearing shall be held within ten (10) working weekdays before the Recreation Advisory Board. Decisions shall be based upon a review of evidence presented. The due process hearing shall be based upon the grounds specified in the written notice of proposed disciplinary action sent to the individual when the discipline was initially imposed. This notice shall describe the conduct of the individual which forms the basis for the proposed disciplinary action and shall specify how such conduct varies from that required by Parks and Recreation Rules. The individual shall be entitled to present witnesses, exhibits, and argument. A decision in an appeal may result in the reduction or an increase in the disciplinary penalty. A majority vote by the Recreation Advisory Board is required to change any disciplinary penalty issued by the Director.

Discipline Levels & Consequences

Level 1

Offenses to include but not limited to:

- Inappropriate language/actions
- Violation of Rules
- Disrespectful Behavior
- Violation of Parental Code of Conduct

Staff to enforce consequences: Any staff member may enforce 1st and 2nd offenses. For the 3rd offense suspension, the responsible full-time staff member shall impose the consequence.

Consequence:

- 1st offense: verbal warning and correction of behavior
2nd offense: 7-day suspension
3rd offense: 14-day suspension
4th offense: 30-day suspension (Level 2 1st offense)

Level 2

Offenses to include but not limited to:

- Roughhousing/horseplay, wrestling or verbal fights
- Severely inappropriate language/actions (continuous cursing)
- Severe violation of rules (such as tobacco use by a minor)
- Fourth or greater Level 1 offense

Staff to enforce consequences: Director or responsible full-time staff member, and the staff member witnessing the incident shall impose the consequence.

Consequence:

- 1st offense: 30-day suspension
2nd offense: 90-day suspension
3rd offense: 180-days suspension (Level 3 1st offense)

Level 3

Offenses to include but not limited to:

- Fighting that does not require police involvement
- Minor cases of vandalism or theft that do not warrant police involvement
- Severely disrespectful behavior (refusal to follow staff instructions)
- Fourth or greater level 2 offense

Staff to enforce consequences: Director or responsible full-time staff member, and the staff member witnessing the incident shall impose the consequence.

Consequence:

1st offense: 180-day suspension

2nd offense: 365-day suspension

3rd offense: Level 4 1st offense

Level 4

Offenses to include but not limited to:

- Misdemeanor, such as theft or vandalism of less than \$500.00, simple assault, or violation of weapon, drug, or alcohol policies. Offender does not have to be arrested, charged or convicted of the misdemeanor to be subject to discipline pursuant to this policy.

Staff to enforce consequences: Police will be called to the scene and proceed with normal protocol. Additionally, the Director shall impose the consequence.

Consequence:

1st offense: 365-day suspension from programs and facilities

2nd offense: Indefinite suspension at the discretion of the Director (2 year minimum)

Level 5

Offenses to include but not limited to:

- Felony, such as theft or vandalism of \$500.00 or more, or aggravated assault (serious bodily harm or use of weapon). Offender does not have to be arrested, charged, or convicted of the felony to be subject to discipline pursuant to this policy.

Staff to enforce consequences: Police will be called to the scene and proceed with normal protocol. Additionally, the Director shall impose the consequence.

Consequence:

1st offense: Indefinite suspension (2 year minimum)

2nd offense: Permanent ban from all CCPRD programs and facilities at the discretion of the Director.