

## **SECTION I-E: COMMUNITY FACILITY CODE OF CONDUCT**

EFFECTIVE DATE:

REVISED DATE: *December 1, 2025*

The Parks, Recreation and Neighborhood Services Code of Conduct process includes:

1. BACKGROUND AND DEFINITIONS
2. COMMUNITY CODE OF CONDUCT
  - a. **APPENDIX A: BEHAVIORS AND CONDUCT**
3. STAFF PROCEDURES FOR ENFORCEMENT
4. APPENDICES
  - a. **APPENDIX B: PRNS SUSPENSION POLICY**
  - b. **APPENDIX C: PRNS CODE OF CONDUCT-SIMPLIFIED**

### **SECTION 1: BACKGROUND AND DEFINITIONS**

#### **BACKGROUND**

The City of San José's Parks, Recreation and Neighborhood Services (PRNS) is committed to providing equitable access to all members of the community. Our mission is "Connecting People Through Parks, Recreation, and Neighborhood Services for an Active San José" and PRNS strives to uphold this principle in all our facilities and programs. All individuals are welcome to utilize PRNS Community Facilities. The Community Facility Code of Conduct Policy is guided by PRNS principles of equity and access, stewardship, nature, identity and public life. To uphold these principles, the Code of Conduct and accompanied Suspension Policies are tools to maintain safe, healthy public spaces and community facilities that are welcoming places for all members of the public. To ensure a positive experience for everyone, PRNS asks that all patrons respect the rights of others to enjoy these spaces. Disruptive behavior or activities unrelated to PRNS programs will be addressed, and individuals may be asked to cease such behavior or leave the premises. Interference with another person's use of a PRNS Community Facility is prohibited.

All participants and visitors are expected to comply with applicable local, state, and federal laws, as well as PRNS rules, policies, and posted guidelines. Additional guidelines may apply to specific spaces, programs, and/or to minors (children and teens). We encourage all visitors to familiarize themselves with these guidelines to ensure a safe and enjoyable experience. This Code of Conduct, established by the Director pursuant to San José Municipal Code Section 13.44.030, outlines prohibited disruptive behaviors within City Facilities. This Code of Conduct does not preclude the Director, City Manager, or City Council from establishing additional policies, rules, regulations, or ordinances governing the use of City property. Additional rules and regulations for City Parks can be found in the Chapter 13.44 of the San José Municipal Code and the Community Facilities.

No person shall engage in any of the disruptive behaviors listed below in this Code of Conduct. Violation of this Code of Conduct may result in disciplinary action, up to and including suspension, immediate removal, or dismissal from all PRNS-operated Community Facilities (see definition) including without limitation, suspension from the Community Facility pursuant to the SUSPENSION POLICY (Appendix B) issued by the Director of PRNS.

## **DEFINITIONS**

“**Authorized PRNS staff members**” for purposes of authorizing PRNS staff to issue a Suspension Notice, means Director of PRNS, and any full-time benefited position or Park Ranger PT/Park Ranger Assistant PT position within the Department.

“**Community Facility**” means any Community Center, Trail, Sports Field, or park maintained and/or operated by PRNS, and any other building or property operated by PRNS which the Director has identified as being covered by this policy.

“**Day**” refers to days of operation when the community facility is open/accessible to the public.

“**Director**” means the Director of Parks, Recreation and Neighborhood Services (PRNS).

“**Participant**” means any person who visits or otherwise enters a Community Facility.

“**PRNS**” means the City of San José Department of Parks, Recreation and Neighborhood Services.

“**Suspension**” refers to the temporary restriction from the community facility.

“**One Day Suspension**” refers to a 24-hour period of suspension.

“**Public Nuisance**” is defined as conduct that unreasonably and/or substantially interferes with rights of the public to use and enjoy public spaces.

## **SECTION 2- COMMUNITY FACILITY CODE OF CONDUCT**

**Examples of unacceptable behaviors and conduct that disturb normal functioning, causing unsafe or unhealthy environment include, but are not limited to, the following:**

A list of additional of behaviors and conduct that are not permitted can be found in appendix A

### **Behaviors that disturb the normal functioning of the Community Facility:**

- a) Sound-generating or amplifying devices or on the PRNS grounds, in any manner that creates a public nuisance.
- b) Loud or boisterous conduct in the interior of a building within a Community Facility in any manner that creates a public nuisance.
- c) Sleeping in a Community Facility. Camping may be authorized in some Parks through a Special Park Permit.
- d) Animals are prohibited other than service animals assisting individuals with disabilities, animals under the control of a peace officer, or as specifically authorized in the San José Municipal Code, by the Park Rules manual.
- e) Strong pervasive odors, including bodily odors, perfume, or cologne, etc.

### **Prohibited Behavior or Activity**

- f) Removal of City equipment from Community Facilities (see definition) or using equipment without explicit permission of PRNS staff.
- g) Participants must observe posted time limits for the use of electronic equipment, treadmills, digital devices, and computer labs.

- h) Obstructing Community Facility entrances, exits, aisles, or other areas in any manner that interferes with or restricts public access is prohibited.
- i) Bathing or washing clothes or other personal items in restroom sinks.
- j) Bringing any bicycle, unicycle, tricycle, or other wheeled conveyance inside, or leaving such conveyances at the entry or exit areas in a manner that blocks entry or exit. This regulation shall not apply to wheelchairs, other medical devices, strollers, or other similar conveyances, or in permitted areas of park facilities provided they are utilized or left in a manner that does not restrict public access.
- k) Washing utensils or other items, or to prepare food, unless pursuant to a City program or otherwise explicitly permitted by facility rules or by PRNS staff. This rule does not apply to picnic sites in parks that are equipped with food preparation/washing amenities.
- l) Entering or remaining in a Community Facility before or after posted hours of operation or when otherwise not open to the public, without the express permission of the appropriate PRNS staff.
- m) Riding skateboards, roller skates, heeies, and/or roller blades, or running inside any building on a Community Facility, unless a part of recreation programming authorized by the San José Municipal Code or Park Rules Manual or by PRNS staff.
- n) Leaving unattended personal belongings including, backpacks, handbags, laptop computers, and luggage.
- o) Willfully or recklessly damage or destroy City materials or property, or the personal property of other Participants, City staff or volunteers.
- p) Other similar efforts.

**Creating an unsafe, unhealthy environment:**

- q) Any activity in violation of local, federal, or state law including, but not limited to, soliciting or panhandling.
- r) Indecent exposure, including but not limited to having sex and/or exhibiting lewd and offensive nakedness, urination/defecation, or other similar behavior.
- s) Disturbances that affect programming, operations, and/or the ability of staff or the public to provide or access services.
- t) Audio, video, photographic, or any other recording of a Community Facility customer.
- u) Discrimination of any kind. Discriminating against staff or other customers including one's:
  - i) Race
  - ii) Color
  - iii) Religion
  - iv) National origin or ancestry
  - v) Sex
  - vi) Age
  - vii) Physical or mental disability
  - viii) Veteran status
  - ix) Genetic information
  - x) Gender and gender identity
  - xi) Sexual orientation
- v) Use of tobacco, e-cigarettes/vape pens, alcohol, or any illegal substance within Community Facilities is prohibited, except as expressly permitted by the San José Municipal Code, 10.10.030.
- w) Verbally abusing City staff and/or customers including, but not limited to:
  - i) Name calling
  - ii) Threatening
- x) Bullying

- i) Any intimidating language that is degrading, disruptive, or affects staff ability to complete their job duties.
- y) Shoes and clothing are required when entering a Community Facility. This provision is not intended to prevent any person from wearing appropriate bathing attire at a PRNS-operated swimming pool.
- z) Harassment of any kind. Harassing, threatening, assaulting, fighting, challenging to fight or intimidating staff or other customers, including physical, sexual, racial, or verbal or non-verbal abuse.
  - i) Stalking or following customer(s) and/or staff
  - ii) Physical assault or battery of staff and/or customer(s)
- aa) No person shall possess, display firearms or other potentially deadly weapons on City property in a manner calculated to alarm, unless such action is permitted by law.
- bb) Gambling in a Community Facility is prohibited, unless it is a part of an authorized bingo club or other gambling activity authorized by law.
- cc) No person shall display or distribute obscene or pornographic material in a Community Facility.

### **SECTION 3- STAFF PROCEDURES FOR ENFORCEMENT**

**NOTE: Suspension will be in effect upon issuance of suspension documentation and remain through the entirety of the following day of operations. (i.e. Suspension issued Wednesday at 1:30pm, participant will be able to enter facility on Friday)**

This table below is intended to ensure that conduct issues are handled in a consistent manner and PRNS facilities are safe and welcoming to all. Persons who violate the policy may receive a warning from staff and/or an opportunity to correct their behavior or asked to leave the PRNS facility. Any persons suspended from a PRNS facility will be suspended from all PRNS Community facilities (see definitions). Multiple behavior violations may result in additional combined suspension lengths, and the severity of the offense may lead directly to suspension.

Illegal activity, as well as any repeated violations of the PRNS Code of Conduct or other PRNS policies, may result in removal from the facility and/or suspension of PRNS facility privileges. In addition, where authorized by Federal, State or local law, violations of these guidelines may also result in arrest.

If a suspension must be issued, Authorized PRNS staff members will refer to the PRNS SUSPENSION POLICY (Appendix B) for detailed procedures.

<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Level 1 – Minor</b>			
Sleeping at computer terminals; lying on the floor or furniture; camping or lodging on property	Give warning, customer may correct or leave	Give warning, customer may correct or leave	7 days
Using equipment/areas/furniture other than for the intended purpose	Give warning, customer may correct or leave	Give warning, customer may correct or leave	7 days
Leaving personal items unattended	Give warning, customer may correct or leave	Give warning, customer may correct or leave	7 days
Strong pervasive odors, including odors caused by perfume and cologne	Give warning and provide information on available resources if needed	Give warning, customer may correct or leave	7 days
Bringing a non-service animal into the Community Facility	Give warning, customer may return without pet	Give warning, customer may return without pet	7 days
Bringing in large items including, but not limited to, bedding, carts, bicycles, or luggage and not using them for the intended purpose	Give warning, customer may correct or leave	Give warning, customer may correct or leave.	7 days
Pest control (i.e. bed bugs)	Investigate and provide information on available resources if needed. Suspension until proof of treatment.	Suspension until proof of treatment	Suspension until proof of treatment
Smoking within 25-feet of the entrance, or anywhere on the property	Give warning, customer may correct or leave	1 day	7 days
Soliciting money, donations, or signatures	Give warning, customer may correct or leave	1 day	7 days
Blocking access, Community Facility entrance areas, aisles, or passages; interfering with the flow of pedestrian traffic	Give warning, customer may correct or leave	1 day	7 days

Not wearing shoes or a shirt	Give warning, customer may correct or leave	1 day	7 days
Eating or drinking outside of designated areas	Give warning, customer may correct or leave	1 day	7 days
Making any loud or unreasonable noise or other disruption, including disruptive use of personal communications or entertainment devices	Give warning, customer may correct or leave	1 day	7 days
Adults using the Children or Teen areas	Give warning and direct adult to other areas in the building where seating is available	1 month	2 months
Failure to comply with reasonable staff or security request	1 day	7 days	14 days
Unreasonable use of the restrooms, including laundering and bathing	1 day	7 days	14 days
Audio, video, photographic, or any other recording of a PRNS staff or Customers/participants	1 day	7 days	14 days
Intoxication	1 day	7 days	14 days

<b>Level 2 – Moderate</b>			
Trespassing or refusing to leave or returning to the building after being suspended	Additional 14 day	Additional 1 month	Additional 2 months
Depositing bodily fluids on property, including Community Facility collections, equipment, and furnishings	14 day	1 month	2 months
Smoking, including the use of electronic and smoke-free cigarettes, inside any Community Facility or within 15 feet	14 day+ (depending on location/safety hazard)	1 month+	2 months+
Large Disturbance (disturbing peace)	1 month	2 months	3 months
Verbally abusing or harassing staff and/or customer(s): repeated name-calling or other language that is harassing	1 month	3 month	6 months
Stalking or following customer(s) and/or staff	1 month	2 months	3 months
Theft or vandalism	1 month+ (depending on severity/value of loss)	2+ month (depending on severity/value of loss)	3+ month (depending on severity/value of loss)
Possession, use, under influence of, sale or intent to sell illegal substances	3 month	6 months	1 years

<b>Level 3 – Severe</b>			
Displaying weapons	3 months	6 months	1 years
Verbal or non-verbal threat of physical harm	6 months	1 year	2 years
Sexual misconduct, including but not limited to, indecent exposure, sexual contact, sexual intercourse or lewd acts	6 months	1 year	2 years
Displaying, in digital or print format, explicit images that could be considered <i>harmful matter</i> in potential view of minors. (CA Penal Code Section 313)	3 months	6 months	1 years
Physical assault, fighting or battery of staff and/or customer(s)	1 year + (depending on severity)	18 months + (depending on severity)	2 years+ (depending on severity)
Sexual assault	2 years	3 years	TBD+ (depending on severity)

## SECTION 4: APENDIX B-PRNS SUSPENSION POLICY

Refer to Suspension section of this PRNS Policies and Procedures document.

Name: \_\_\_\_\_

Date of Notice: \_\_\_\_\_

You are hereby given notice that, as of the above date, your PRNS visitor privileges are suspended for a period of \_\_\_ (days, weeks/months). This suspension is based on your action(s), outlined below, which violate the Department of Parks, Recreation & Neighborhood Services (PRNS) Code of Conduct Policy.

Terms of Suspension:

- This suspension will remain in effect from  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ at which time your usage and privileges will be reinstated, pending a Re-Entry meeting.
- This suspension is a suspension from all Community Facilities. You may not enter or be present on any PRNS property, including joint buildings, adjacent parking lots, mobile services, fitness centers, parks, events, and computer lab use.
- You may not contact or communicate with any PRNS staff, regardless of the duration of your suspension. Communication is intended to include, but not be limited to, in-person, phone, texts, and emails.
- Any customer who violates the suspension order by entering a **community** facility (see definition) or property while on suspension will be asked to leave the building immediately and will be automatically suspended for two additional weeks for trespassing.
- This notice is considered final, and no other notice or materials will be provided to you.
- This suspension will apply and run concurrently in addition to any Civil Harassment Restraining Order, Workplace Violence Restraining Order, or other related notice that the Department of Parks, Recreation and Neighborhood Services may obtain. If a Civil Harassment or Workplace Violence Restraining Order is obtained by the Department of Parks, Recreation and Neighborhood Services staff against you in addition to this suspension, this suspension will apply for the duration of the restraining order or whichever is longer.
- During the term of your suspension, you may communicate with PRNS staff as indicated below *only* to **schedule your appeal or re-entry meeting**, and should do so for only those purposes and durations:
  - Appeal: Speak with a Front Desk staff in the lobby of the 9<sup>th</sup> Floor of City Hall, and drop off the form, or mail the form to: PRNS Hearing Officers  
200 E. Santa Clara St. 9<sup>th</sup> Floor  
San Jose CA 95113

If you would like to submit the form in person at a Community Facility, please call PRNS City Hall 9<sup>th</sup> floor front desk at (408) 535-3570 to schedule an appointment to deliver the form to the specified location. The PRNS Hearing officer must receive this document within five (5) working days of the Notice of Suspension. Postmarks will not apply.

**Reason for suspension [Describe the incident/violation(s):**

**Re-Entry Procedure:**

If your suspension is a multi-day suspension, you must request and attend a meeting with **Authorized PRNS staff members** prior to your return. The purpose of the meeting is to review the customer conduct guidelines, the PRNS's suspension process, and for you to acknowledge that the behavior violation will not occur again. In the case of a minor (under the age of 18), a parent/guardian must attend the meeting with the minor. You may schedule a Re-Entry meeting no more than one week before your suspension is to end using one of the following methods:

- Calling the Community Facility in which the patron has been suspended from to schedule a re-entry meeting.

*Communication related to scheduling a Re-entry meeting will not constitute a violation of the suspension, provided that it does not occur more than one week before the end of the suspension term.*

## PARKS, RECREATION & NEIGHBORHOOD SERVICES SUSPENSION APPEAL PROCEDURE

You may request a hearing to appeal your suspension if you believe this suspension has been imposed unfairly or in error. Your suspension may be withdrawn or modified if a hearing officer determines that you did not engage in the behaviors listed on this form or if this suspension is unwarranted.

To request a hearing, you must complete and submit the **Suspension Appeal Request Form** within five (5) working days of receipt of the Notice of Suspension. You may submit your appeal form using one of the following methods:

- Speak with a Front Desk staff in the lobby of the 9<sup>th</sup> Floor of City Hall, and drop off the form, or
- Mail the form to:
  - PRNS Hearing Officer
  - 200 E. Santa Clara St. 9<sup>th</sup> Floor
  - San Jose CA 95113

If you would like to submit the form in person at a Community Facility, please call PRNS City Hall 9<sup>th</sup> floor front desk at (408) 535-3570 to schedule an appointment to deliver the form to specified location. The PRNS Hearing officer must receive this document within 5 working days of the Notice of Suspension. Postmarks will not apply.

### **Hearing Date:**

Once you have returned the Suspension Appeal Request Form, you will be sent a notice that will provide you with the hearing date, time, and location. You may communicate with the PRNS Hearing Officer during this period only to set up your Appeal hearing. This notice will be sent to you via your preferred communication method as indicated on your form within five (5) working days of the time the Hearing Officer receives your request for a hearing. If you do not have a mailing address, you may schedule an appointment by emailing [PRNSHearingOfficer@sanjoseca.gov](mailto:PRNSHearingOfficer@sanjoseca.gov) or calling City Hall 9<sup>th</sup> floor front desk at (408) 535-3570 to return to the suspending community facility after five (5) working days to pick up your notice of hearing date, time, and place. The hearing date will occur no later than ten (10) working days after the request for a hearing has been requested. Your suspension remains in effect until your appeal hearing is complete. You may not enter PRNS Community Facilities or communicate with PRNS staff pending your appeal hearing, except to (1) obtain your appeal hearing notice and/or (2) attend your appeal hearing.

### **Hearing Procedure:**

At your appeal hearing, you will have the opportunity to present facts concerning why the suspension should be withdrawn or modified. Suspensions will be withdrawn or modified if the hearing officer determines by a preponderance of the evidence that you did not engage in some or all of the behavior listed above under “Reason for Suspension”. A parent or guardian must accompany a minor (under the age of 18) to the hearing.

**Hearing Determination:**

At the conclusion of the hearing, the hearing officer may verbally tell you whether the suspension will be withdrawn. If you are given a verbal determination, the hearing officer will tell you the factual reasons for his or her decision. The hearing determination will include findings of fact in support of the decision. Within ten (10) working days of the date of your hearing, you will receive a written hearing determination by email or US mail, as indicated by your communication preference. If you do not have a mailing address, you may schedule an appointment to pick up your written hearing determination by emailing [PRNSHearingOfficer@sanjoseca.gov](mailto:PRNSHearingOfficer@sanjoseca.gov) or calling City Hall 9<sup>th</sup> floor front desk (408) 535-3570.

**PARKS, RECREATION & NEIGHBORHOOD SERVICES SUSPENSION APPEAL  
REQUEST FORM**

I want to appeal this suspension

Name: \_\_\_\_\_

Date of Notice of Suspension: \_\_\_\_\_

How do you prefer to be contacted (Please check one box):

Phone

Phone Number: \_(\_\_\_\_)\_\_\_\_\_

Email

Email Address: \_\_\_\_\_

US Mail

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_

Reason for Appeal (Optional):

Issued by \_\_\_\_\_ PRNS Community Facility

(Return this form to the PRNS Community Facility issuing the suspension)

## HEARING DETERMINATION LETTER

On \_\_\_\_\_, a hearing was held whereby you appealed your PRNS facilities suspension. Present at the hearing were \_\_\_\_\_, on behalf of the PRNS facilities, and \_\_\_\_\_, on behalf of the appellant. Pursuant to this hearing, the hearing officer has made the following finding of facts:

(Include a synopsis of the events that resulted in this suspension).

Accordingly, the hearing officer has determined that your suspension is (or is not) warranted. Your suspension will remain in effect until \_\_\_\_\_. (or Effective immediately your suspension is withdrawn, and your PRNS privileges are restored.)

This decision is final. The time within which judicial review must be sought is governed by the California Code of Civil Procedure, section 1094.6.

If you violate the suspension order you will be asked to immediately leave the building and will automatically be suspended for one (1) additional month from the date of when your suspension was scheduled to end.

*If you have been suspended for one (1) month or more you must meet with a PRNS Supervisor/Manager before you may return to any PRNS facility. Additional PRNS and/or Security may be present in the re-entry meeting.*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Additional Attendees: \_\_\_\_\_ Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

## **SECTION 4: APPENDIX A: BEHAVIOR AND CONDUCT**

### **Level 1-Minor**

- Sleeping at computer terminals; lying on the floor or furniture; camping or lodging on property
- Using equipment/areas/furniture other than for the intended purpose
- Leaving personal items such as but are not limited to, packages, handbags, laptop computers, luggage, or any kind of similar items
- Strong pervasive odors, including odors caused by perfume and cologne
- Bringing a non-service animal into the Community Facility unless explicitly authorized by the San José Municipal Code or Park Rules Manual or by PRNS staff
- Bringing in large items including, but not limited to, bedding, carts, bicycles, or luggage a not using them for the intended purpose
- Pest control (i.e. bed bugs)
- Smoking or Vaping within 25 feet of the entrance, or anywhere on the property
- Use of any illegal substance within Community Facilities is prohibited, except as expressly permitted by the San José Municipal Code
- Soliciting money, donations, or signatures
- Blocking access, Community Facility entrance areas, aisles, or passages; interfering with the flow of pedestrian traffic
- Attire must include shoes, a shirt, and garments that sufficiently cover intimate body areas, regardless of gender.
- Eating or drinking outside of designated areas, leaving food or drink residue, or otherwise create a custodial or maintenance problem when eating or drinking in Community Facilities
- Making any loud or unreasonable noise or other disruption, including disruptive use of personal communications or entertainment devices
- Adults using the Children or Teen areas
- Failure to comply with reasonable staff or security request
- Unreasonable use of the restrooms, including laundering and bathing
- Audio, video, photographic, or any other recording inside staff-designated spaces or without community member/ participant consent
- Intoxication
- No person shall use City equipment or remove City equipment from Community Facilities, without explicit permission of PRNS staff.
- Community Facility participants must observe posted time limits for the use of PRNS electronic equipment
- No person shall enter or remain in a Community Facility before or after posted hours of operation or when otherwise not open to the public, without the express permission of the appropriate PRNS staff

### **Level 2 – Moderate**

- Trespassing or refusing to leave or returning to the building after being suspended
- Depositing bodily fluids on property, including Community Facility collections, equipment, and furnishings
- Smoking, including the use of electronic and smoke-free cigarettes, inside any Community Facility or within 15 feet
- Large Disturbance (disturbing peace) that impacts staff ability to provide services or affects another person's ability to access services

- Threatening, verbally abusing or harassing, or intimidating staff and/or customer(s)
- Repeated name-calling or other language that is harassing
- Stalking or following customer(s) and/or staff
- Theft or vandalism
- Possession, use, under influence of, sale or intent to sell illegal substances
- United States Forest Service rules and regulations and special use permit procedures apply for the City of San José Family Camp operated in the Stanislaus National Forest and may supersede the list of disruptive behaviors listed above.
- PRNS Volunteer Training program or orientation must adhere to established program guidelines and rules.

### **Level 3 – Severe**

- Displaying weapons or other potentially deadly weapons on City property in a manner calculated to alarm
- Verbal or non-verbal threat of physical harm
- Sexual misconduct, including but not limited to, indecent exposure, sexual contact, sexual intercourse or lewd acts
- Displaying, in digital or print format, explicit images that may be obscene or pornographic material in nature that could be considered *harmful matter* in potential view of minors (CA Penal Code Section 313)
- Physical assault, fighting or battery of staff and/or customer(s)
- Sexual assault
- Gambling in a Community Facility is prohibited, unless it is a part of an authorized bingo club or other gambling activity authorized by law
- Engaging in any other criminal activities in Community Facilities in violation of local, state or federal laws
- Drone or UVA is prohibited, except as expressly permitted by the San José Municipal Code or permitted by the Department.

All Community Facility participants shall abide by all other posted rules and regulations of the Community Facility

## **APPENDIX C: PRNS CODE OF CONDUCT – SIMPLIFIED**

### **Level 1 – Minor Issues**

- **Examples:** Sleeping at computers, lying on furniture, unattended belongings, strong odors, bringing pets (non-service animals), large items, smoking near entrances, soliciting, blocking walkways, not wearing shoes/shirt, eating/drinking outside designated areas, loud noise.
- **Response:**
  - 1st offense → Warning, correct behavior or leave
  - 2nd offense → Warning or short suspension (1 day)
  - 3rd offense → Suspension (up to 7 days)

### **Level 2 – Moderate Issues**

- **Examples:** Trespassing after suspension, depositing bodily fluids, smoking inside, large disturbances, refusing staff requests, misuse of restrooms, recording others, intoxication.
- **Response:**
  - 1st offense → Suspension (1–14 days)
  - 2nd offense → Suspension (1 month)
  - 3rd offense → Suspension (2–3 months)

### **Level 3 – Severe Issues**

- **Examples:** Harassing or stalking staff/customers, theft or vandalism, illegal drug use/sale, displaying weapons, threats of harm, sexual misconduct, showing explicit images to minors, physical assault, sexual assault.
- **Response:**
  - 1st offense → Suspension (3 months – 2 years, depending on severity)
  - Repeat offenses → Longer suspensions (up to permanent, case-by-case)

For a more comprehensive list of the, please refer to the PRNS Code of Conduct Policy Update 12/1/2025