

Title: Code of Conduct Policy
Date of Current Version: March 2019
Replaces Version: April 2012

Background

The Center encourages broad-based community participation in a welcoming environment. A Code of Conduct Policy has been established to ensure that each person visiting The Center has an enjoyable experience that is not disrupted by the behavior or actions of others. This policy identifies prohibited behaviors likely to infringe on the enjoyment of other people and the consequences of any violations of the policy.

Code of Conduct Policy

1. Conduct that interferes with the rights of individuals to use Center services in a safe and secure environment is prohibited. Prohibited conduct includes, but is not limited to, the following:
 - a. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal law or ordinance on City of Iowa City property.
 - b. Willfully annoying, harassing, or threatening another person.
 - c. Sexual, physical, or other harassment.
 - d. Possessing, consuming, selling, or being under the influence of illegal drugs or other substances.
 - i. Any use of alcohol on the premises must adhere to The Center's alcohol policy.
 - e. Soliciting, panhandling, or unlicensed gambling inside the building.
 - f. Impeding access to the building or an area of the building.
 - g. Leaving personal items in the building unless properly stored and secured in a rented locker. The Center assumes no responsibility for any belongings left unattended.
 - h. Improper use of another person's membership card.
 - i. Entering non-public or locked areas of the building unless accompanied by a staff person or with prior authorization from a staff member.
 - j. Intentionally damaging, destroying, or stealing any materials, equipment or property belonging to The Center, visitors, participants, or staff.
2. No person may carry into The Center a dangerous weapon as defined in Section 702.7 of the Iowa Code with the following exceptions: a) any peace officer; b) any member of the Armed Services or National Guard; c) a correctional officer; and d) a person who has been issued a permit to carry a weapon under Sections 724.11 and .11A of the Iowa Code.
3. The Center endeavors to provide a comfortable, inclusive, and welcoming environment. Center users are expected to treat each other respectfully and behave in a manner that does not disrupt other participants or Center programming and services. Prohibited conduct includes, but is not limited to, the following:
 - a. Using profane, obscene, or abusive language.
 - b. Behaving in a loud, boisterous, or disruptive manner that is not solely caused by a disability.
 - c. Fighting or challenging to fight, pushing, shoving, or throwing things.

- d. Campaigning, petitioning, interviewing, survey taking, soliciting, and selling unless previously reviewed and authorized by the coordinator or designee.
 - e. Taking pictures or videos of people, except at public events, unless authorized by the coordinator (or designee) and by the patrons involved or parents of minor children.
- 4. Participants are expected to support staff efforts to maintain a healthy and clean environment. Prohibited conduct includes, but is not limited to, the following:
 - a. Using cigarettes, e-cigarettes, or other tobacco products in or on the grounds of any City of Iowa City property, including The Center and Tower Place Parking Garage. Smoking is allowed inside private vehicles parked in the Tower Place Parking Garage.
 - b. Consuming food or beverages in the computer lab.
 - c. Consuming food or beverages in a manner that creates an unclean environment, disrupts other patrons, or is harmful or potentially harmful to The Center's resources.
 - d. Bodily hygiene that is offensive so as to constitute a nuisance to other persons.
 - e. Bringing animals into the Senior Center, with the exception of service animals and those allowed during special programs.

Enforcement

- 1. Individuals who fail to observe The Center's Code of Conduct Policy may be asked to leave The Center and surrounding property, be expelled from The Center for a period of time, be subject to arrest or other lawful action.
- 2. Levels of progressive discipline shall be followed.
 - a. First offense: Warning
 - b. Second offense: Expelled for 1 day
 - c. Third offense: Expelled for a period of days up to 1 year
 - d. Fourth offense: Expelled for 1 year
- 3. The Coordinator may skip levels of progressive discipline depending on the situation and the nature of the violations.
- 4. Center staff and/or Iowa City Police Department will intervene to stop prohibited activities and behaviors.
- 5. Security cameras are located in public areas of The Center to protect the safety and security of people, the building, and its contents. Cameras are monitored as needed.

Appealing Disciplinary Action

- 1. Individuals who have been cited for violations of the Code of Conduct Policy have the right to appeal all levels of disciplinary action.

Administration

The policy is administered by the coordinator or designee. All staff members shall intervene if violations of the Code of Conduct Policy are taking place in their presence or currently in progress.

Approved by the Senior Center Commission on: April 18, 2019