



INCORPORATED COUNTY OF LOS ALAMOS ADMINISTRATIVE PROCEDURE GUIDELINE

Index No. 1463

Effective: November 1, 2021

CODE OF CONDUCT

I. Purpose

The Los Alamos County is committed to providing a respectful, safe, clean, and fun environment for all participants and guests.

To clearly communicate the behavior expected by those using Los Alamos County facilities and the consequences of unacceptable behavior.

II. Policy

All County Department Directors are responsible for the administration and enforcement of this policy for their Department. All employees are responsible for understanding the policy and enforcing when necessary as directed within the policy and Department guidance.

III. Responsibility

Individuals using Los Alamos County facilities ("Patrons") are expected to behave in ways that show respect for themselves, for other Patrons, and County staff and property.

Violation of this Code of Conduct may result in a verbal warning, a written warning, immediate removal from the facility, suspension from Los Alamos County property, suspension of membership or usage for a designated period, or revocation of membership or usage, or appropriate legal action.

Los Alamos County management will investigate all reported code of conduct violations on a case-by-case basis.

Patrons who witness or are subjected to violations in County facilities may notify County staff for assistance or to report violations.

IV. Procedure

Code of Conduct Guidelines

- Follow and adhere to all County, state and federal laws, regulations and ordinances.
- Follow all facility rules.
- Behave in ways that show respect for self, other patrons, and staff and property of the facility.
- Follow program rules. Directions issued by County staff must be followed.
- Protect and respect the facilities and grounds of Los Alamos County including buildings, equipment, supplies, furnishings, and landscaping. Report any vandalism to staff or call (505) 662-8222 (LAPD Dispatch) or 505-662-8159(Parks Division).
- Maintain an appropriate atmosphere of mutual respect.

Unacceptable behaviors include but are not limited to:

- Engaging in behavior that is illegal or that may constitute a danger to self or others, or which threatens or damages County property.
- Loud, harassing or threatening behavior to other Patrons or staff, including physical, sexual or verbal abuse.
- Inappropriate sexual behavior.
- Smoking or vaping in areas prohibited per the LAC Ord. #18 131-132.
- Other unacceptable behavior as identified in facility rules.

Supervision and Enforcement of Code of Conduct

Supervision by County staff is necessary for the public's safety and well-being.

Appropriate County staff shall have authority to request changes in activities and cessation of activities, and to request that members of the public leave a facility if they are violating facility rules and regulations. Staff shall be responsible for enforcement of all policies, rules, and regulations. Staff will seek such assistance, as is necessary and reasonable, from authorized personnel in seeing that appropriate behavior is maintained. This may include assistance from law enforcement officers.

County staff shall enforce the Code of Conduct as follows:

1. All incidents, violations, and Patron information will be documented and reported to the Facility Manager.
2. If a Patron chooses not to follow the Code of Conduct, a warning will be given to the Patron that the behavior is unacceptable.
3. If, after being provided a warning as noted above, the Patron chooses to continue the unacceptable behavior, the Patron will be asked to leave the premises.
4. If the Patron refuses to leave, the police may be called for assistance.
5. If a Patron is asked to leave for violating the Code of Conduct within a twelve (12) month period after the first occurrence, exclusionary procedures may be taken by the Facility Manager.
6. Violators of the Code of Conduct may be refused entry to the facility for up to 24 hours for a first offense; one (1) week for a second offense; two (2) weeks for a third offense; up to one (1) year as determined by the Department Director in consultation with the Facility Manager. Facility suspensions must be approved by the Department Director.
7. A letter signed by the Department Director, noting the violations and dates, and the date and time after which the person may return, will be provided to and discussed with the Patron. The Patron will be given the warning that violating the no-entry order may result in criminal proceedings.
8. If violations of the Code of Conduct involve a minor child, the Facility Manager will contact the parent, both of which will be subject to the process identified herein.
9. Violations involving destruction of property; any physical or violent altercation with another person or staff; or prohibited alcohol or illegal drug use may result in immediate exclusion for up to one (1) year as determined by the Department Director in consultation with the Facility Manager. Additionally, a Criminal Trespass Notice may be issued by the police. If police are called and a Criminal Trespass Notice is issued at the time an incident occurs, the Facility Manager or designee will inform the Department Director as soon as possible after the incident.
10. Violation of the no-entry order may result in prosecution under the criminal trespass ordinance, LAC ORD.#28-141.
11. In some instances, a specific incident may justify severe action, up to and including immediate exclusion...

Revocation of Membership at County Facility

If a Patron is excluded from a County Facility two (2) or more times within a twelve (12) month period after the first occurrence, the County may revoke the

facility user's membership, subject to any prorated refund. The County must provide written notice to the user, indicating revocation and include any supporting evidence. The facility user may not be eligible for membership at the designated County facility as dictated by the letter provided by the Department Director.

Right of Appeal

Any decision of the Department Director regarding interpretation of these rules or an appeal of a suspension/revocation may be appeal to the County Manager, or their designee, by filing written notice of appeal with the County Manager within 15 days of the Department Director's written decision.

Acknowledgement and Waiver as Prerequisites to Use of Facilities

In consideration for Los Alamos County's provision of its facilities to Patrons, each Patron shall review, acknowledge, and agree to the County's Code of Conduct for such facilities. The Code of Conduct including Facility Rules shall be publicly posted at each facility and made available in writing upon request.

Approved by: County Manager's Office



STEVEN LYNNE 11/20/21
County Manager DATE