

## Suspension, Ban and Trespass Policy

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<b>Division:</b>	Parks & Recreation	<b>Approved by:</b>	Parks & Recreation Directors
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		<b>Sub-cat:</b>	Recreation

### Policy Statement

The Parks and Recreation Division gives Staff the authority to ask an individual(s) to leave a program, location or city-owned site when displaying inappropriate, disruptive, or aggressive behaviour that threatens the security/safety of Staff, Participants, and property. Depending upon the severity of the behaviour, Staff may choose to suspend, ban or issue a Trespass Notice.

### Definitions

#### **SUSPENSION:**

A suspension prohibits an individual from access to a program or facility for a specified period of time (short term). The length of a suspension is at the discretion of Staff, to be no longer than one week.

#### **BANNING:**

Banning involves prohibiting an individual from entering the facility and/or program for a longer period of time. Full Time Recreation Staff must notify the Supervisor of Recreation and Facilities of the banned individual. Once the ban is over, the individual must request a meeting with the Full Time Recreation Staff before returning to the facility or program.

#### **TRESPASS:**

If a more serious incident occurs, (e.g. theft, violence, assault, weapons substance abuse etc.). The Supervisor of Recreation and Facilities in consultation with Recreation Staff must issue a Trespass Notice. A Trespass Notice involves filing a report with the Toronto Police Services, which prohibits access by an individual to one or more city-owned facilities for a specified period of time, in accordance with provisions of "Trespass to Property Act". Non compliance by the individual warrants contacting Toronto Police Services to take appropriate action.

### Procedure

Staff encountering behaviour that requires Suspension, Banning or issuing a Trespass Notice, from a facility or program must follow these procedures:

- Once an individual is identified as being disruptive and dangerous, the Staff in the immediate area should seek assistance from other Staff.
- If required call 9-911
- Staff need to be sensitive to the extenuating circumstances and consider each individual situation including person with a disability/special need. During the initial intervention, it is imperative that Staff consults with the

Program Supervisor, the parent/guardians and other appropriate staff when making decisions.

- Staff should not try to intervene in a fight or handle the situation on their own.
- The individual causing the problem should be verbally notified of their misconduct and asked to leave the premises immediately.
- When dealing with an individual under 17 years – refer to Child and Youth Guidance Policy.
- Staff are required to get Supervisors approval to issue a Trespass to Property Notice.
- If the individual does not abide by the decision of staff, additional action may be required in consultation with the Supervisor of Recreation and Facilities and/or the Regional Manager.
- If an individual(s) violates the Trespass Notice by, Staff are authorized to call police or security.
- If Staff suspect that an individual(s) is carrying a weapon, call police (9-9-1-1) and ensure that Participants/Staff are safe. **DO NOT APPROACH!**
- All City owned and operated facilities/program locations should be informed of individuals who have been issued a Trespass notice and a copy of the documentation should be forwarded to staff for the **on call binder**. (Serious offenses only)
- When serving an individual with a Trespass Notice ensure all the specific facility details are clearly indicated and documented on the form.
- All incidents must be documented on the Participant Injury/Incident Report form.
- At the end of the Suspension, Ban and Trespass period, the individual must contact the Recreation Staff to arrange a meeting before being allowed back into program and/or facility.
- The Recreation Manager will deal with the appeal.
  - If Trespass decision is reversed it is the Managers responsibility to notify Toronto Police Services.

Forms

*Trespass to Property Act Notice*

*Participant Minor Injury/Incident Report*

*Trespass to Property Act Notice to Police Sample*