
Division:	Parks & Recreation	Approved by:	Parks & Recreation Directors
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		Category:	Parks, Forestry and Recreation
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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](#)