



**chicago park district**  
541 N. Fairbanks Chicago, IL. 60611

PARK ADVISORY COUNCIL  
CODE OF CONDUCT

1. The objective of the Park Advisory Council ("PAC") is to serve the best interests of its park and community by providing suggestions to the Chicago Park District ("Park District").
2. PAC members are not allowed to perform Park District employee functions, such as registering patrons for programs or activities, scheduling room rentals or assigning permits.
3. PAC members must not receive, deposit or handle any Park District funds during the course of the above mentioned or other activities.
4. PAC members have the responsibility to respect park property and shall not use, remove or transport for his/her personal use, property of the Park District.
5. No PAC member shall possess keys to any park field house, facility or specific room. This includes safe keys or combinations.
6. PAC members shall not use, remove or duplicate without authorization, any Park District records, documents, or other confidential or privileged information.
7. PAC members shall not induce or attempt to induce, any Park District employee to violate any Park District regulation, ordinance or resolution of the Board of Commissioners.
8. PACs shall have the responsibility to report any illegal or other activity violating the Facility Users Code of Conduct taking place on Park District property to the park supervisor and/or area manager.
9. PACs must obtain permits for all activities (as defined by the Department of Revenue) that it sponsors on Park District property. A city permit is not sufficient to conduct fundraisers, garage sales or other functions on Park District property. All partnership agreements must be fully executed and signed by the General Superintendent **prior** to the event taking place.
10. PAC members must treat all members of the PAC, staff and administration of the Park District and visitors to the park with respect, fairness, good faith and otherwise compliant with Facility Users Code of Conduct.
11. PAC members shall respect differences between private convictions and responsibilities as an officer and member of the PAC and ensure the interests of the park take precedence over private interests or personal goals.
12. PAC members shall abide by the terms of the Park District PAC Guidelines, PAC By-laws and PAC Code of Conduct or risk being removed from the PAC.
13. PAC members may not speak on behalf of the Park District.

## CATEGORIES OF VIOLATIONS

### CATEGORY I – VIOLATIONS INCLUDE BUT ARE NOT LIMITED TO:

Possession or sale of alcohol/illegal drugs  
Public intoxication  
Sexual harassment  
Intentional Assault/Battery (offensive contact or creating an apprehension of offensive contact of another person) leading to injury.  
Possession of any weapon  
Gambling  
Misuse of fire extinguisher or AED equipment  
Streaking, mooning or public urination

### CATEGORY II – VIOLATIONS INCLUDE BUT ARE NOT LIMITED TO:

Misuse, duplication or alteration of any Park District records, documents, program identification card or other confidential or privileged information  
Removal of Park District property  
Use of Park District property for personal gain  
Disorderly conduct  
Verbal assault of a park district patron or staff member  
Unsportsmanlike conduct (spitting, throwing an object or ball at a patron or staff member)  
Pushing or kicking a patron or staff member  
Misuse of any facility or program area  
Misuse of any program equipment  
Willful or careless destruction of property  
Failure to comply with the reasonable request of any park district staff  
Forgery or fraud  
Furnishing false information in program applications  
Tampering with park district equipment  
Theft  
Unauthorized entry  
Impersonating a Park District employee  
Misrepresenting actual or apparent authority to bind the park district including, but not limited to contracts, agreements, purchases, licenses, registrations and permits.

### CATEGORY III – VIOLATIONS INCLUDE BUT ARE NOT LIMITED TO:

Attempted assault or battery  
Unintentional assault or battery  
Violations of general use policies

## ACTIONS TO BE TAKEN (BY CATEGORY)

### **CATEGORY 1**

A police report will also be made for Category 1 offenses. A Category 1 violation may result in the Park District's seeking an Order of Protection barring the offender from participation in park district programming or being present upon or on Park District property and facilities for a judicially determined period of time. PAC members may risk removal from the Park Advisory Council and/or lack of recognition of the PAC by the Park District.

### **CATEGORY 2**

A police report may be filed for Category 2 violations. Category 2 violation may result in the Park District's seeking an Order of Protection barring the offender from participation in park district programming or being present upon or in Park District property and facilities for a judicially determined period of time. PAC members may risk removal from the Park Advisory Council and/or lack of recognition of the PAC by the Chicago Park District.

### **CATEGORY 3**

PAC member will be suspended pending the outcome of the decision of the Department.

## PROCEDURES FOR THE VIOLATION OF THE PAC CODE OF CONDUCT

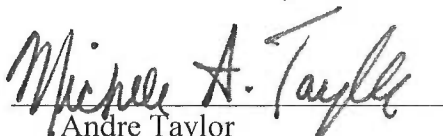
### **INITIATION OF COMPLAINTS:**

Any person may file a complaint against a PAC member for violation of the PAC Code of Conduct with the Department of Risk Management in written form. The complaint shall contain a brief written statement of the facts relating to the violation. The complaint should be submitted within a reasonable amount of time.

### **REVIEW BY THE DEPARTMENT OF RISK MANAGEMENT:**

The Director of Risk Management shall review any complaint and shall give the PAC member the opportunity to present his/her personal version of the incident or occurrence before facilitating a resolution or imposing discipline. The Director of Risk Management may at any time temporarily suspend the PAC member from PAC membership pending final resolution when the Director of Risk Management believes that the presence of the PAC member could seriously disrupt the public or constitute a danger to the health, safety or welfare of the public. After review, the Director of Risk Management shall have the authority to impose appropriate discipline and/or act on the Park District's behalf in facilitating a resolution in writing. Resolutions shall be deemed as final.

Approved by:

  
Andre Taylor  
*Director Risk Management*