



City of Glendale Community Services Department

Code of Conduct Policy

The following Code of Conduct is applicable to all who visit or participate in programs, services and activities of the Glendale Community Services Department. Department staff are authorized to take all necessary steps to enforce this Code of Conduct. Noncompliance may result in suspension of all facilities privileges up to 12 months in duration. Refusal to abide by this policy may result in the police being called and violators being prosecuted to the fullest extent of the law.

Any of the following behaviors will result in an immediate 12 month suspension.

1. Abuse, theft or vandalism of facilities equipment, materials, artwork or furniture, including attempts to interrupt or vandalize the computer system.
2. Harassment of staff, volunteers, or patrons. "Harassment" includes using profane and/or obscene language, directing verbal or physical threats toward another person, and engaging in behavior with the sole intent of annoying another person.
3. Unauthorized use of drugs, alcohol, or tobacco.
4. Voyeurism or peeping, flashing, lewd or lascivious acts.
5. Possession use of Illegal drugs, alcohol, dangerous weapons (knives, firearms, explosives), flammable materials.
6. Engaging in any other illegal activity or any other alleged violations of applicable city, state and federal laws, ordinances and statutes that apply to the facility.

Persons involved in any of the following behaviors violating the Library Code of Conduct during a 12-month period will be addressed with the following progression:

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| • 1st Offense: Verbal Warning | • 4th Offense: 30-day suspension |
| • 2nd Offense: Written Warning | • 5th Offense: 6-month suspension |
| • 3rd Offense: 10-day suspension | • 6th Offense: 12-month suspension |

The following behaviors do not meet accepted facility standards :

1. Dress code - all patrons must be fully dressed, including shirts and shoes.
2. Eating - food and drinks are permitted in designated areas, but must be in closable containers and/or have secured lids.
3. Gambling, panhandling, soliciting, or loitering.
4. Sleeping or not engaging in activities associated with the legitimate use of the facility while in the building.
5. Neglected bodily hygiene. "Neglected bodily hygiene" means bodily hygiene that is offensive as to constitute a nuisance to library staff and other patrons.
6. Bathing, shaving, washing clothes and hair in the restrooms.
7. Use of cell phones or other electronic devices that are audible to others.
8. Leaving a vulnerable adult or child under the age of 10 unattended.
9. Not following signage or verbal communication from staff.

The following items are prohibited from being brought into all public facilities:

- A. Illegal drugs, alcohol, dangerous weapons (knives, firearms, explosives), flammable materials.
- B. Bicycles, bedrolls, blankets, motorized scooters, and other large articles, without prior approval.
- C. Animals (except for service animals) into the facility.

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