



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT

Advisory Council Incident Review Committee Appeal Process

The Warren County Parks and Recreation Department (hereinafter referred to as WCPRD) has a Code of Ethics (rules of conduct) that governs appropriate behavior while on parks grounds. Anyone who is found to be in violation of any of these rules may be issued a penalty by WCPRD and has the right to appeal the decision to the Advisory Council Incident Review Committee (hereinafter referred to as IRC).

Penalty Issuance:

1. If an infraction is found to have occurred, WCPRD will review and investigate the incident with the Warren County Sheriff's Office assigned Parks Police Deputy and will determine the appropriate penalty based on the violation and circumstance of the infraction.
2. If a punishment or penalty is rendered by WCPRD, an administrative staff member or the Parks Police Deputy will inform the violating party of the penalty. This notification may be done either in person, via phone notification, certified mail, or email, based on ability to reach the violating party.
3. Once contact is made with the violating party, they will be informed of the following:
 - a. The Code of Ethics rule violated.
 - b. The penalty for that violation.
 - c. That the penalty goes into effect immediately after being notified and that failure to follow penalty instructions could lead to further disciplinary action.
 - d. That the violating party has the right to appeal the decision by following the WCPRD Appeal Process.
 - e. Certain Code of Ethics rules are non-appealable.

Chartered League Process for Incidents on WCPRD Property:

- Approved charter sport leagues, board members, and officials are required to follow and enforce all WCPRD Code of Ethics rules and regulations. Leagues are also required to have a disciplinary process and appeal process for anyone violating a WCPRD Code of Ethics policy during a league sanctioned event.
- Leagues must have their own sportsmanship rules, bylaws, policies of operations as well as expectations of coaches, managers, volunteers, officials, board members, players, and spectators.
- The league enforcement process and appeal process must occur first prior to any individual wanting to appeal directly to WCPRD if the infraction or violation of policy occurs during a league sponsored event.
- Leagues, through their assigned WCPRD liaison, are required to provide all documents related to any league action or inaction taken and all information that may be needed for future investigation or follow-up of incidents where leagues are required to enforce the Code of Ethics policy.



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

Advisory Council Incident Review Committee Appeal Process

The process followed for a WCPRD Code of Ethics violation during league play is as follows:

1. Incident occurs.
2. League investigates and shares all information with WCPRD within 24 hours of the infraction. WCPRD may assist with the investigation based on the severity or nature of the incident.
3. League board meets (quorum) and decides what, if any, penalty will be assessed to the violating party based on Code of Ethics rules and league policy.
4. The league informs the violating party of their decision and league appeal process.
5. The league informs the WCPRD liaison regarding the decision rendered.

At this time, the violating party may request an appeal with the league according to the league appeal process.

1. If a league appeal is granted, the league will schedule and conduct the appeal. The league will inform WCPRD within 24 hours of the appeal occurring and the final league decision rendered. The league will also notify the offending party of their decision.
2. The league will inform the violating party. If they do not agree with the league decision, they can follow the WCPRD appeal process to request an IRC Appeal hearing.
3. All appeal process rules and regulations must be followed by the violating party.
4. If an IRC appeal is granted, the league will be informed of the request and final verdict reached by the committee.
5. All decisions of the IRC are final and all approved chartered programs and violating individuals are required to comply with enforcement actions and decisions rendered.

Appeal Request Process:

1. Anyone appealing a Code of Ethics penalty must follow this process:
 - a. After being notified of the infraction (policy that was violated) and the punishment that has been issued, the violating party has five (5) business days **from the penalty notification date** to appeal the decision. If the request for an appeal falls outside this timeframe, the request will be void, and the original penalties and punishments made by WCPRD will be enforced and final.
 - b. The notification and request for an appeal can be requested in the following manner:
 - i. Email the request to warrencountyparksandrec@gmail.com
 - ii. Appeals may not be requested via phone call or text.
2. Anyone appealing a Code of Ethics penalty must follow and abide by all originally notified punishments or penalties until the Incident Review Committee reviews their case and renders a final decision regarding the incident being appealed. Failure to follow this procedure will render the appeal process void and the original punishment / penalty issued will remain under enforcement.
3. Once the appeal request is received by WCPRD, the administration of department will organize the meeting and notify all parties of the date, time, and location with the



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

Advisory Council Incident Review Committee Appeal Process

WCPRD Advisory Council Incident Review Committee. **This includes all approved sport league rulings and decisions that have been made regarding the incident in question.** All review committee meetings will occur only at WCPRD Advisory Council's pre-set monthly meeting times and locations (third Thursday of the month) at 6:00pm. All meetings will take place at WCPRD facility meeting rooms according to pre-set meeting schedule. No appeal will take place on Saturdays, Sundays, or on county or national holidays. WCPRD has the right to alter the established date as needed.

Appeal Meeting Process:

Once an appeal meeting date has been set and all parties have been informed, the following meeting process will take place.

1. The Incident Review Committee shall consist of no less than three members of the WCPRD Advisory Council.
2. The committee will meet at the appropriate date, time, and location that has been coordinated by WCPRD. All parties will be notified of the correct time to arrive.
3. Only the individual requesting the appeal will be allowed in the meeting, unless other individuals are requested through the IRC to attend. If other individuals are requested by the IRC to attend, they will be notified by WCPRD of the date, time, and location of meeting and when to arrive.
4. Once the meeting begins, the following process will take place:
 - a. WCPRD Director or designee will brief the IRC on the evidentiary details of the participant, spectator, parent, sponsor, coach, or patrons' actions and suspensions.
 - b. WCPRD Director or designee will provide evidence, including, but not limited to WCPRD Code of Ethics, Facility Rules, Program Rules, penalties levied, or suspensions issued and reasons why. Additionally, WCPRD Director or designee will present IRC members with both written and audio/video accounts footage of any offense if available. This information will be sent out to all IRC members prior to the meeting for review.
 - c. **If the incident being appealed has already been through an approved WCPRD Sport League appeal process, that individual league and representatives may be asked to attend and explain their rulings, investigation, and decisions rendered.**
 - d. The IRC members present will hear testimony from WCPRD staff or program staff that viewed, corrected, and administered the suspension or dealt with the situation. This evidence may include incident reports, witness statements, and audio/video of and/or leading up to the alleged offense(s). Once their evidence has been heard, the WCPRD staff will be dismissed from the hearing.
 - e. The appellant will then be asked to attend the hearing. The appellant will be briefed on the details of Code of Ethics, Parks, or program rules violated and suspension levied. The appellant will also be introduced to IRC members present and how the proceedings will continue. Once completed, the Director of WCPRD or designee will be dismissed from the hearing.



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT

Advisory Council Incident Review Committee Appeal Process

- f. The appellant will be told the rules of the hearing, including the following:
 - i. All parties will speak respectfully and professionally to each other.
 - ii. No cursing will be allowed.
 - iii. No disorderly conduct, threatening, or fighting will be allowed.
 - iv. At any point during hearing, if these situations occur, the hearing will be discontinued immediately, the room cleared, and proceedings closed with the original penalties remaining in place for full enforcement.
- g. The appellant will describe and/or present evidence of the offense(s) to IRC. No additional witnesses are allowed during this stage of the appeal.
- h. Legal guardians must be present for appeals involving minors and may speak in place of the minor.**
- i. The appellant will answer questions from the IRC members that are pertinent to the suspension. The appellant can also ask questions of the IRC members pertaining to the offense(s) or suspension. The IRC can call upon additional witnesses or individuals that may have information regarding the incident being reviewed at their discretion. Additional witnesses or individuals called upon by the IRC will follow the same process as described in this appeal process.
- j. Once all parties have been heard and dismissed, the IRC members present will convene and discuss the appeal.
- k. The IRC has the authority to, via consensus decision, uphold, extend, amend, or overturn the suspension deriving from the offense(s). IRC decision is final. The IRC members will then detail their decision to the WCPRD Director or designee for further distribution.
- l. The IRC will then be adjourned.
- m. WCPRD will send a certified letter to the appellant detailing the decision made by the IRC within five (5) business days from the hearing date. **Quicker delivery exceptions may be made under special circumstances.**
- n. The IRC ruling is final and will be enforced by WCPRD. Failure of the appellant to follow the IRC ruling could result in further disciplinary action including but not limited to permanent dismissal from all WCPRD properties, facilities, programs, and events.