

**Policy Name:** Reporting Misconduct  
**Section:** 3000 Operational: 3100 Administrative  
**Policy Number:** 0000

---

**Purpose:** To protect the personal safety of park patrons and the general public by outlining reporting measures to be taken in the event of misconduct.

**Reference:** Chapter 26.44 RCW

---

**Policy:**

The Park District is dedicated to providing a safe and positive environment for its patrons. To that end, the Park District strives to provide an environment that is free of misconduct, which includes, without limitation, physical or sexual abuse and harassment, property damage, and behavior that is inappropriate, offensive and/or illegal. While it is not possible to prevent all instances of misconduct, the purpose of this policy is to reduce the occurrence and extent of misconduct to the maximum extent possible.

This policy applies to Park District employees and volunteers, and outlines behaviors that will not be tolerated from anyone, whether it be Park District employees, volunteers, or members of the public, regardless of whom the behavior is directed towards.

**Defining Misconduct**

Misconduct in this policy is defined as property damage or behavior directed at a person that is inappropriate, offensive and/or illegal. It includes, without limitation, the following: bullying, hazing, harassment and emotional, sexual or physical abuse. Park District employees and volunteers must refrain from engaging in these types of behavior. Following is a non-exhaustive list of examples of misconduct:

- Vandalism or destruction of District or other property.
- Verbal or disrespectful behavior patterns that attack a person personally.
- Excessive or repeated yelling at a specific person that does not serve a motivational purpose or provide any productive training.
- Behavior or conduct that either threatens or causes physical harm to someone.
- Discriminatory behavior and remarks, including jokes or offensive language.
- Teasing, ridiculing, spreading rumors, making false statements, or using social media as a means to harass, frighten or humiliate.
- Behavior that constitutes physical or sexual abuse under applicable law.

**Employee & Volunteer Responsibilities**

If a Park District employee or volunteer observes or learns of a past, present or future instance of misconduct, they must immediately inform their supervisor or the Park District's Human Resource Manager. Supervisors who receive reports of misconduct must immediately inform the Human Resource Manager. The District will promptly investigate all reports of misconduct and take appropriate action to stop or prevent misconduct.

It is a violation of this policy if a Park District employee or volunteer knows of past, present or future misconduct and fails to report it as required by this policy. A Park District employee or volunteer should, if doing so will not unreasonably endanger themselves or others, intervene to stop or prevent misconduct. If intervention poses unreasonable risk, the employee or volunteer should immediately inform their supervisor or the Park District Human Resource Manager and, when appropriate, law enforcement.

## **Reporting Child Abuse and Neglect**

If a Park District employee or volunteer has reasonable cause to believe that a child (that is, a person under 18 years of age) has suffered physical or sexual abuse, or neglect, the employee or volunteer must immediately inform their supervisor or the Park District Human Resource Manager. Park District employees and volunteers are not obligated to investigate or corroborate suspected cases of child abuse or neglect before reporting them to the District. As required by law, including, without limitation, Chapter 26.44 RCW, the Park District will report all suspected cases of child abuse or neglect to law enforcement. The Park District is not required to investigate or corroborate suspected cases of child abuse or neglect before reporting them to law enforcement.

## **General Reporting Provisions**

The Park District will make best efforts to keep confidential the identity of employees and volunteers who report misconduct, but confidentiality is not guaranteed.

Park District employees and volunteers will not be retaliated against for reporting misconduct, provided the report is made in good faith. If an employee or volunteer feels they are being retaliated against, they should immediately notify their supervisor or the Human Resource Manager. The alleged retaliation will be investigated, and the employee or volunteer advised of the results, in a timely manner.

When reporting misconduct, the Park District's Incident Report form should be completed by the person reporting the incident or the person to whom the incident is reported (that is, the supervisor or the Human Resource Manager).