



# Complaint and/or Rule Violation Process

*In the event that any of the rules are violated by a job holder, a complaint is made against the job holder, or a violation is witnessed by an employee of the City of Livonia, the following steps will be taken:*

## First Incident

- After review by an authorized representative of the Livonia Parks and Recreation Department, which may include talking to any witness of the incident, the job holder may receive a documented verbal warning.
- The verbal warning will be reviewed with the job holder by an authorized representative of the Livonia Parks and Recreation Department and a notation will be made in the file of the job holder.

## Second Incident

- After review by an authorized representative of the Livonia Parks and Recreation Department, which may include talking to any witness of the incident, the job holder may receive a documented written warning, which may include suspension from the Dog Park for up to 30 days from the date of infraction.
- The written warning and all prior complaints will be reviewed with the job holder by an authorized representative of the Livonia Parks and Recreation Department and a notation will be made in the file of the job holder.
- A copy of the written warning will be placed in the job holder's file.

## Third Incident

- After notification of the third incident, the job holder's Dog Park privileges will be immediately suspended pending an investigation.
- All prior complaints will be reviewed with the job holder.
- If the third complaint is found to be justified after an investigation by an authorized representative from the Livonia Parks and Recreation Department, the job holder is subject to further suspension of Dog Park privileges, up to and including permanent revocation of Dog Park privileges up to and including permanent revocation of Dog Park privileges and deactivation of the job.
- A determination of revocation may be appealed by the job holder to the Superintendent of Parks and Recreation