



## ADMINISTRATIVE PROCEDURE

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**TITLE: Trespass Notice**

**ADMINISTRATIVE PROCEDURE # 3502**

**RELATED TO POLICY # 3502 TRESPASS NOTICE**

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Trespass Notices may be issued under two conditions:

1. When an individual has a relationship with the College (student or employee) and the individual's behavior is disruptive to campus operations or poses a risk to the campus, a security employee may require the individual to leave for the day (Temporary Trespass Notice). In this case, the person (student or employee) will be referred to the relevant student or employee Board policy/procedure or to relevant employee collective bargaining agreement for follow up when they return to campus.

When the safety of campus members is at risk, such temporary notices may be extended until arrangements for due process are established.

2. Permanent Trespass Notices are issued for violations of College policy, the Student Code of Conduct, or Oregon or federal law for actions which pose a threat to the campus community or which create a disruption of the College learning environment and or College activities. Permanent Trespass Notices are typically, but not always, issued to persons who are not affiliated with the College.

Persons who receive a Trespass Notice from the Director of Facilities and Security or Chief of Security must not enter or return to college property to any campus or location unless given specific permission to do so. Such permission may be requested from the Director of Facilities and Security or Chief of Security at (540) 440-7777.

Persons who violate the Trespass Notice will be subject to arrest and prosecution for criminal trespass as provided by Oregon Revised Statutes 164.245.

Notifications of trespassed individuals may be generated to campus members when the College has determined that the safety of others is compromised by the potential presence or return to campus of an individual. The Director of Facilities and Security, Chief of Security or other College Senior Leadership Team (SLT) member or

representatives in collaboration with Security in incidents where a concern for campus safety is identified. Notifications will be specific and done so individually and in a case-by-case manner about trespassed persons.

In the event that a student is issued a Trespass Notice, the Director of Facilities and Security and the Dean of student Services (or their designee), will be notified.

**RESPONSIBILITY:**

The Director of Facilities and Security is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 11/13/2018 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**