



ADMINISTRATIVE PROCEDURE

TITLE: Trespass Notice

ADMINISTRATIVE PROCEDURE # 3502

RELATED TO POLICY # 3502 TRESPASS NOTICE

A. Trespass Notices may be issued under two conditions:

1. Temporary Trespass:

- a. When an individual's behavior is disruptive to campus operations or poses a risk to the campus, a Security Officer may require the individual leave for the day. (Temporary Trespass Notice).
- b. Students: The Security staff will send Notice to the Student Conduct Office and the student will be contacted regarding steps before returning to campus. Relevant Board Policies and Administrative Policies will guide the next steps.
- c. Employees: The Security staff will send Notice to the Human Resources Office and the employee will be contacted regarding steps before returning to campus. Relevant Board Policies, Administrative Procedures, and any applicable CBA will guide next steps.
- d. When the safety of campus members is at risk, such Temporary Trespass Notices may be extended until arrangements for due process are established. A Permanent Trespass Notice may be given after due process is concluded.

2. Permanent Trespass:

- a. When any individual has violated College policy, the Student Code of Conduct, Oregon law, federal law, or has engaged in any act that could represent a safety or security concern to the College, a Permanent Trespass Notice may be issued.
- b. A Permanent Trespass is final; however, a Trespassed individual may appeal their Notice within 3 business days of its date.
 - 1) Appeals must be sent via USPS or emailed to the Chief of Security at the mailing or email address located on the Trespass Notice. The Threat Assessment Team will render a final decision.

- 2) After one year has passed, the trespassed individual can request to have the trespass lifted by sending letter or email to the Chief of Security. The Threat Assessment Team will render final decision.

B. Violations or Trespass:

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

C. Notifications and Log:

1. Notifications of trespassed individuals will 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.
2. The Chief of Security is responsible for maintaining an accessible log of all Trespassed individuals.

RESPONSIBILITY:

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

NEXT REVIEW DATE: 2029 - 2030
DATE OF ADOPTION: 11/13/2018 by CC
DATE(S) OF REVISION: 4/5/2023 by CC
DATE(S) OF PRIOR REVIEW: