

AP 3502 - Removal/Exclusion of Persons from College Facilities

- Authority:**
1. College **Public Safety officers** have authority to ask a person for identification if such person is believed to be engaging in conduct that is in violation of college policy or procedure, is a violation of law, disrupts the operations of the college, or which poses a safety risk to themselves or others.
 2. A person who refuses to identify himself or herself at the request of a **Public Safety officer** may be asked to leave college facilities.
 3. Failure to comply with a **Public Safety officer's** request to leave campus facilities subjects such person to the possibility of arrest for Criminal Trespass or issuance of a Trespass Warning.
- Employee:**
1. An employee of the college who believes a person is engaging in activity that is in violation of college policy or procedure, a violation of law, or engaged in unusual or suspicious activity, should immediately contact the **Public Safety office**.
- Public Safety Office:**
1. A **Public Safety officer** will investigate complaints, and request assistance if needed to appropriately resolve the situation.
 2. If the situation warrants exclusion or removal from college facilities, a college **Public Safety officer** may ask a person to leave college facilities and/or issue the person a Trespass Warning which provides notice that a subsequent return to campus facilities may result in an arrest for Criminal Trespass.
- Trespass Warning:**
1. The authority granted **Public Safety officers** to issue a Trespass Warning is used only in those instances where there is a clear violation of policy, procedure, or law.
 2. Criminal Trespass notices do not apply to individuals attending a public meeting of the **College Board of Education**, except for any meeting where the notice was issued due to disruptive behavior.
 3. Once a Trespass Warning has been issued, the recipient may schedule a meeting with the **Public Safety director** to request the Warning be rescinded.

Trespass Warning
(continued)

4. Based on the totality of the circumstances, the **Public Safety director** may rescind the warning and allow the person access to college facilities.
5. If a person issued a Trespass Warning has not been the subject of a complaint or other inappropriate behavior on college property for a period of one year, the prohibition from trespassing on college property will be automatically rescinded.
6. In those instances where the recipient of a Trespass Warning is believed to pose a continuing threat to the safety and security of college operations, the Trespass Warning may continue indefinitely.

**Outreach Campuses
and All Locations Off
Salem Main Campus:**

1. The appropriate local law enforcement agency should be called for assistance to investigate a suspicious person or circumstance, or a violation of law.
2. **Public Safety** may also be of assistance in interaction between local law enforcement and the college.
3. If assistance is needed for a violation of college policy or procedure, the **Public Safety office** may be called.

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Adopted College Council

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Revised

February 9, 2011

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