

Process for Requesting Release of Trespass

1. The request for releasing a trespass will not be considered by the President within six months of the trespassed date.
2. The trespassed individual must submit to the President's Office the form requesting a Release of Trespass with a written request attached addressing the following items:
 - how the individual has or intends to alter behavior(s)/actions that contributed to the initial trespass
 - the reason for desiring to return to campus
3. Upon receipt of the request, the President will consult with the appropriate Campus Resource Officer(s) and Administrator(s) for a recommendation to proceed or deny the request.
4. The President will review the recommendations and determine whether to proceed with the process or deny the request.
5. If the determination is made by the President to proceed, the trespassed individual may be required to meet with the Campus Resource Officer(s) and the appropriate Administrator(s) to discuss, identify, and document the recommended restrictions and stipulations of the release.
6. The Vice-President will review the documentation and make a recommendation to the President.
7. A determination will then be made by the President whether a meeting with the trespassed individual and the Vice President is desired prior to rendering a decision.
8. Following the review, and the meeting if applicable, the President will render the decision and notify the requesting party using the information provided on the request form.

To be effective, the request for release process must be completed in totality with the appropriate signatures. The decision of the President is final. Failure to comply with the stated restrictions and/or stipulations may result in the reinstatement of the trespass or further sanctions.

If the trespass is released, the President's Office will remove the flag in the College's ERP system and log the release date in the Crisis Management Team drive.



Request for Release of Trespass

I, _____ was trespassed from the campus of Isothermal Community College by Campus Resource Officer of Isothermal on _____. I submit the attached written request to the office of the President to initiate the process for a release of the trespass. I understand that I must follow the outlined process and that it is at the sole discretion of the College President to allow me to return to campus.

- _____ I have attached my written request which includes the required items as follows:
- How I have or intend to alter my behavior/actions that contributed to the initial trespass
 - My reason for desiring to return to campus

Contact Information:

Signature of Requesting Individual

Date

For President's Office Use Only

Recommendation from Administrator(s) and Campus Resource Officer to proceed with process

Campus Resource Officer: _____ Proceed _____ Deny

Date: _____

Comments: _____

Administrator: _____ Proceed _____ Deny

Date: _____

Comments: _____

Review by President _____ Proceed _____ Deny

Date: _____

IF DENIED, contact Individual by means indicated above.

IF PROCEED - Joint meeting of the trespassed individual with the Campus Resource Officer(s) and the appropriate Administrator(s) see below.

RESTRICTIONS AND/OR STIPULATIONS RECOMMENDED BY OFFICERS/ADMINISTRATORS and agreed to by trespassed individual submitted on Documentation Form (complete form below if restrictions and/or stipulations are warranted).

Recommendation of the Vice President: _____

Vice President

Date

Documentation for Request for Release of Trespass Meeting between Administrator, Officer and Requesting Individual

Individuals Present:

Date: _____

RESTRICTIONS AND/OR STIPULATIONS RECOMMENDED BY OFFICERS/ADMINISTRATORS:

I agree to abide by the restrictions/stipulations noted above.

Trespassed Individual

Date

_____ The restrictions and/or stipulations have been discussed with the trespassed individual and I agree with granting the Release of Trespass under these conditions.

_____ I do not agree with granting the Release of Trespass for these reasons:

Administrator

Date

_____ The restrictions and/or stipulations have been discussed with the trespassed individual and I agree with granting the Release of Trespass under these conditions.

_____ I do not agree with granting the Release of Trespass for these reasons:

Campus Resource Officer

Date

President's Decision: _____ **Deny Request** _____ **Release Trespass**

Signature

Date