

Trespass

- Individuals are trespassed by the authority of the President or designee through Campus Resource Officers.
 - # Campus Resource Officer completes the Trespass Form obtaining the individual's contact information, date of birth and social security number and serves the individual with the trespass order.
 - # Copies must be maintained in the President's Office and provided to the trespassed individual.
- Trespassed Individuals
 - # Visitors trespassed are entered into the College's ERP system through the Human Resource Office using information obtained on the trespass form.
 - # Visitors and Students trespassed are flagged in College's ERP system by the President's Office through the PERC screen.
 - # The trespass is logged in the Crisis Management Team drive.
 - # The President's Office sends a certified letter to the Trespassed Individual with notice of the trespass order if refused, the trespass policy and the application process to release the trespass order. The letter is copied to the appropriate Dean if the trespass pertains to a student.

Policy Number: 02.01.02.04

[Trespass Notice Form](#)

[Request for release of trespass form](#)

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