

***Removal from Campus  
(Student, Guest, or Employee)***

***Administrative Procedure 361***

Due to the potential for the occurrence of violence associated with the removal of a student, guest or employee from the campus due to the suspension or termination of status, regardless of cause, the Campus Police Department will take the following actions.

The official(s) in charge is to notify the Campus Police Department of the potential of removal. Two (2) armed police officers will be assigned to the immediate area of the space, or room, where the individual is being notified of the suspension/termination. At the request of the official in charge of the meeting, the officers will be in the room where the meeting is taking place.

At the time the individual is being removed from the campus, both a verbal and a hand delivered written notice shall be given informing the student/guest/employee that s/he is not permitted to return to the campus without first receiving a written authorization signed by the College official authorizing the person's return to the campus. The written notice removing the individual from campus shall inform the person if s/he returns to campus without prior receipt of written authorization, this conduct will be treated as criminal trespass to the College, making the person subject to arrest and possible prosecution.

Campus Police shall retain a copy of both the notification of removal and the authorization to return, as well as an incident report of the circumstances or event leading up to the action to remove the person from campus.

Immediately following the meeting, the officers will escort the employee from the premises of the College campus. Based on the overall circumstances, the official in charge and officers will determine if the employee will be allowed to gather personal belongings prior to leaving the building, or if the personal belongings will be given to the employee in another manner.

The appropriate vice president in charge of the suspension/termination and director of emergency planning and risk management will determine if the employee's work area will be searched for potential weapons prior to the employee being allowed to gather their belongings, as well as, determining whether or not the employee's work area should be secured and access to the employee denied. In no case, should the suspended or terminated employee be given access to the work area without attendance by someone from Campus Police.

The banned person's photograph will be made available to the Campus Police staff, when possible. Also, the information regarding the banned employee's vehicle will be made available to Campus Police staff.

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PRESIDENT

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DATE

ADOPTED:       DECEMBER 18, 2013  
AMENDED:  
CROSS REF.:    BOARD POLICY 5225