

Columbia College

Trespass Policy and Procedures

Policy

For the protection of the Columbia College community and property and to reduce disruption of the College's activities and functions, it is sometimes necessary to prohibit individuals from entering or remaining upon property owned or leased by Columbia College by issuing a Trespass to Property Notice. This may include, but not be limited to the following:

- An individual who has no affiliation with the college and who is reasonably believed to pose a safety risk and/or threat to the community
- A former employee who has been separated from the college
- A current employee who has been placed on suspension from employment
- A student who has been referred to the Registrar's Office or is the subject of a complaint made by the Registrar's Office

The provisions of the Trespass to Property Notice may be utilized to respond to:

- conduct that is unlawful
- the use, or threatened use, of force or violence
- conduct that does, or is reasonably expected to, cause damage or pose risk of injury to others or defacement of College buildings, structures, facilities or premises
- interference in or disruption of the operation of the College, including the interference with or disruption of the normal business of College staff, students and visitors
- failure to comply with the terms of a permission granted by the College to use College premises
- any conduct contrary to College policies or specific College directions
- inciting, aiding or encouraging others to engage in any of the conduct described above.

Procedures

A. Authorization

A person currently employed with Columbia College in a supervisory position may serve a Trespass to Property Notice.

B. Issuing a Trespass to Property Notice

1) Preventing Confrontation

- i) Approach with a witness or peer
- ii) Introduce yourself (name, position, authority to act)
- iii) Be courteous, calm, and assured
- iv) Ask the person to identify themselves (name/address)
- v) Do not touch the person
- vi) Give clear direction to the person and offer assistance
- vii) Try to keep the situation from escalating
- viii) The trespasser will usually comply, and no further action will be necessary. If not, inform the person that he or she is trespassing and is asked to leave the premises.

- ix) If the trespasser does not leave the premises, please give them a Trespass to Property Notice. If they still do not comply, phone security or the police to have them removed from the premises.
- 2) Preliminary Measures
- i) Get the person's name and contact details, if possible.
 - ii) Get a good description of the person.
 - iii) Note the time

Protocol

An authorized staff member has full authority to execute a Trespass to Property Notice to any individual and the afore-described procedure shall be followed.