

## **Removal/Exclusion of Persons from Campus**

### **Campus Use Philosophy**

Persons who disrupt the College mission by a violation of College policy, regulation, local jurisdiction law or ordinance or state law may be removed or excluded from the campuses of the College.

### **Definitions**

Nonenrolled persons: A “nonenrolled person” is a person not currently enrolled in classes at the College.

Students: A “student” is a person currently properly enrolled in classes at the College.

### **Rule**

A distinction is made between the exclusion/removal of nonenrolled persons, temporary exclusion of students and the academic suspension of students through student discipline.

### **STUDENTS**

#### **Temporary or Summary Suspension, or Exclusions of Students**

The summary suspension or temporary suspension of students is administered by and through the student disciplinary process as covered in the Student Code of Conduct as found in the *CCC Student Handbook*. However, at times and under certain circumstances, it will be necessary to temporarily exclude a student from campus(es) as a method to insure the safety of the campus community.

In the event a student is accused of a person crime, a felony crime, or a property crime in which the College is the victim, a campus safety officer may exclude the student for a specific period of time up to the next business day. The student will be issued a Notice of Exclusion and will be directed to contact the associate dean of their academic discipline for review of the allegation.

In addition to the Notice of Exclusion, the campus safety officer will write a report providing full detail as to the nature of the crime that lead to the Notice of Exclusion being issued. The campus safety officer will forward the report to the director of campus safety for review who will ensure the report is delivered to the appropriate associate dean for their academic determination of suspension.

## Nonenrolled Persons

A nonenrolled person may be removed/excluded from the College and all of its campuses for violation of College policy, regulations, local ordinance or state law. If the person is an employee, the dean of human resources will be notified and if a policy or administrative regulation has been violated, the dean will approve or deny the recommendation to service the Notice of Exclusion. The person being excluded will be issued a written Notice of Exclusion which will list the policy, regulation, ordinance or law that is the basis of the exclusion. The written exclusion will list the length of time the person is being excluded from the College based on the lengths/violations listed below. Also on the written Notice of Exclusion will be a statement as to how the individual may appeal the exclusion order. Additionally, the written Notice of Exclusion will have written on the notice a warning that violation of the Notice of Exclusion will subject the excluded person to arrest for violation of ORS 164.245, Criminal Trespass in the Second Degree. If an employee is covered under a collective bargaining agreement in which violations of College policy, regulations, local ordinance or state law are addressed, the collective bargaining agreement governs.

1. The length of the exclusion will be based on the reason for the violation. The lengths will not exceed the specified period for each of the following:
  - a. Violation of a College policy or administrative regulation: 30 days;
  - b. Violation of a local ordinance: 90 days;
  - c. Violation of an Oregon Revised Statute (ORS) violation: 180 days;
  - d. Violation of an ORS misdemeanor: 1 year;
  - e. Violation of an ORS Class C felony: 2 years;
  - f. Violation of all other ORS felonies: 5 years.
  
2. Appeal:
  - a. Appeals must be in writing and submitted to the director of campus safety within 10 days of the date of issuance of the exclusion. The appeal must explain why the exclusion should be voided or why the length of the exclusion reduced.
  - b. The director of campus safety will respond to the written appeal within 10 days of the receipt of the appeal. If the appeal is upheld, the appellant will be notified of the outcome and the Notice of Exclusion will be removed from the Department of Campus Safety's files. If the appeal is denied, the reason(s) for the denial will be given and the appellant will be notified that they may make a formal written request for review if it is submitted within 10 days of the date of the denial of the appeal by the director of campus safety. The request for review must be submitted to the vice president of campus services who will have final review authority on any appeals.

Approved by President's Council: June 5, 2012  
(Date)