

Procedure:	Trespass Procedure	Procedure No.:	SS8003.1
Authority:	College President	Associated Policy Reference No.:	SS8003
Procedure Owner:	VP Student Development & CDO	Responsible Party:	Office of Public Safety
Approved:	November 5, 2024		
Revised:			

Purpose

The purpose of this procedure is to establish the manner in which SUNY Broome will enforce trespassing on campus owned and controlled property.

Statement of the Procedure

A person is trespassed when an Authorized College Official provides oral or written notice to a person that said person should not enter or remain on certain College property. A trespass warning may include notice that: the person is not to be in a certain area, within a certain distance of one or more other persons, must not contact another individual, and/or not enter or remain on College property.

Related Policies

- NYS Penal Law Sec. 140.05 Trespass
- NYS Penal Law Sec. 140.10 Criminal Trespass in the 2nd Degree
- NYS Penal Law Sec. 140.15 Criminal Trespass in the 1st Degree
- NYS Penal Law Sec. 240.35 (5) Loitering
- SS 8003
- FG7001.3 Facilities: After Hours Student Use

To whom it applies

Campus wide

General Guidelines

The Office of Public Safety has the primary authority to restrict, withhold or remove access to College property from persons identified above and will coordinate trespass actions with Authorized College Officials.

Identification of Individual on Campus

Administrative personnel and authorized employees of the College may request identification and evidence of qualification from any person who desires to use or enter the premises of the institution.

Notice of Trespass

A person is trespassed when an Authorized College Official provides oral or written notice to a person that the person should not enter or remain on College property. A trespass warning may include notice that: the person is not to be in a certain area, within a certain distance of one or more other persons, must not contact another individual, and/or not enter or remain on College property.

Scope and Duration

The scope of the trespass will be limited in scope to that which is reasonably necessary for the protection of the College community.

Student Disciplinary Matters

Students who are suspended on an interim basis, or expelled from the College for a violation of the Code of Student Conduct may be trespassed from the College by the Dean of Students or the Director of Housing. The trespass shall remain in effect until the student's suspension ends or the expulsion is lifted.

Student Village

Students who are removed from the Student Village on a permanent or interim basis will be trespassed from the Student Village by the Director of Housing. The scope of the trespass will be outlined in the removal letter or College disciplinary decision that is provided to the student.

Persona Non-Grata (PNG)

Individuals who have been deemed PNG by the Director of Campus Safety and Security are permanently banned from campus and shall have permanent trespass status unless rescinded by the Director of Campus Safety and Security.

Administration

Public Safety will maintain a listing of trespassed individuals. Authorized College Officials must notify Public Safety in writing when they issue a trespass.

Public Safety may arrest a person who refuses to leave College property after being asked to leave by an Authorized College Official.

In areas that are posted "no trespassing", Campus Peace Officers are authorized to issue a citation or make an arrest, where appropriate.

Definitions:

College property means property owned or leased by or from SUNY Broome Community College, Faculty Student Association (FSA) affiliates, and/or the BCC Foundation.

Authorized College Official for purposes of this policy, means any Public Safety Officer, Director of Housing, or Dean of Students.

Authorized Employees – President, Vice President for Academic Affairs, Vice President for Administrative and Financial Affairs, Vice President for Student Development & Chief Diversity Officer/Executive Director, Dean of Students, Director of Housing, Director of Campus Safety and Security, Director of Human Resources or, any person authorized by the above named individuals.

Appendix
Student Code of Conduct

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title