



Santa Clara University Campus Safety	Policy Manual
Trespass	Effective Date: 10/15/2023

Purpose:

Santa Clara University is a private campus that is publicly accessible. Faculty, students, staff, and the general public traverse our grounds on a daily basis. Campus Safety staff members, in the performance of their daily duties, can be called to contact members of any or all of these respective groups. Campus Safety is committed to all of our university values, including being welcoming and inclusive. During all contacts, Campus Safety Services will be professional, respectful, and empathetic to the needs and concerns of those we interact with.

Sometimes, contacts with non-affiliates may require a formal trespass resolution. The purpose of this policy is to establish guidelines and procedures for staff members when issuing trespass warnings on behalf of the university. This policy shall apply to all CSS staff members.

Definitions:

Contact - any interaction between a Campus Safety Services staff member and another person.

Trespass Admonition form - formal written notification given to someone admonished for trespassing.

Trespass database - Database for those issued a formal trespass notification.

Policy:

Campus Safety Staff Members will be professional and respectful during all contacts with the campus community and the general public. During all contacts, staff members should be wearing a Campus Safety approved uniform and name tag, unless a uniform is not required for

their position. All CSS employees should provide their names and supervisor information, when asked, as well as the reason for the contact.

Example: "Hello, my name is John Doe, a staff member with Campus Safety Services. We received a call about you possibly needing some assistance. How can I help you?"

Reasons for contacting individuals can include, but are not limited to: someone calling CSS out of concern for someone else, a safety issue, a medical call, a mental health episode, an escort request, and trespass situations. After identifying themselves, staff members should ask for the person's name and SCU identification. SCU affiliated individuals should provide identification when asked. If someone refuses to produce identification, or they are determined to be a non-affiliate, we should explain our purpose again and ask for identification a second time. A Shift Supervisor, if not already present, should be summoned to the location. Individuals who continue to refuse to identify themselves and who are not affiliated with the university can be asked to leave the premises and escorted off campus.

Non-affiliates who are determined to be a disruption to University business or community members while on university property should be asked to leave immediately. They should also be informed that they will be placed on a "no trespass" list. Whenever possible, a trespassed individual should be issued a formal written trespass notification at that time and immediately escorted from campus. A supervisor should be notified when applying this formal resolution. Upon arrival and confirmation of the circumstances, the supervisor should identify himself/herself and request that the individual leave the premises immediately. If the individual refuses, the supervisor should request that the Santa Clara Police Department respond. Upon their arrival, the supervisor should request that SCPD confirm the subject's identity, admonish them for trespassing, and remove them from campus. Assistance from SCPD should be sought for current or previously admonished individuals who refuse to leave campus, or who become violent or belligerent.

A formal report will be written to document all aspects of the contact; staff members should scan and include a copy of the trespass form and attach it to their written report. The individual will be entered into a trespass database. Supervisors will approve all trespass reports prior to the end of shift and alert the appropriate campus partners. The on-duty supervisor will be responsible for advising subsequent shifts of the trespass event.

**TRESPASS ADMONITION FORM
TRESPASS DATABASE**