Policy ID:	ADM-DPS-5 Status: C
Title:	Trespass Policy
Description:	Outlines authority, criteria, appeals, and violation of Notice(s) to Leave Campus.
Category:	Department of Public Safety
Applies to:	Staff,Faculty,Student,Department,Visitor
Contact:	UCO Police Services
Purpose:	The handling of Notice(s) to Leave Campus and subsequent appeals

Policy Statement:

Authority to Issue Notice(s) to Leave Campus

21 O.S. §1376 states that the President of UCO, or anyone acting by his or her designation in maintaining order at the university shall have the authority and power to direct any person to leave campus. This authority does not extend to students, officers or employees of UCO, although there are other procedures to deal with those situations if and when they arise.

The President delegated authority to University Police Services to issue trespass orders for any conduct meeting the criteria of 21 O.S. §1376 which occurs on any university premises. University Police Services are trained on a quarterly basis about issuing orders to leave campus and the standards of conduct justifying the issuance of said orders.

Criteria for Issuance
The university may issue an order to leave campus to any person who meets one (1) of the three (3) criteria or reasons set forth in 21 O.S. §1376 as listed below.

The person must:
1. Interfere with the peaceful conduct of activities at UCO; or
2. Commit an act which interferes with the peaceful conduct of activities at UCO; or
3. Enter the campus for the purpose of committing an act which may interfere with the peaceful conduct of university activities.

21 O.S. §1376 defines “interferes with the peaceful conduct” to include:

1. Directly interfere with classes, study, student or faculty safety, housing or parking areas, or extracurricular activities; or
2. Threatening or stalking any person; or
3. Damaging or causing waste to any property belonging to another person or the university; or
4. Direct interference with administration, maintenance, or security of property belonging to the institution.

Appeals Hearing
21 O.S. §1376 requires the University to provide an appeal process to all violators. The University of Central Oklahoma appeal process is detailed below.

1. Within ten (10) business days of the date of the Notice to Leave Campus, the violator may submit a written request for an appeal hearing to the UCO Legal Counsel.

Address for written appeals:
University of Central Oklahoma
Attn: Legal Counsel, Box 130
100 N University Drive
Edmond, OK 73034-5209
(405) 974-3377

2. Upon receiving a written appeal, the UCO Legal Counsel will schedule a hearing before the

Notice to Leave Campus Appeals Committee, a standing committee comprised of no fewer than three (3) members of the UCO faculty and/or staff.
3. There is no set procedure or evidence code that governs the hearing. The hearing will be conducted in a manner to allow each party to present relevant testimony and evidence to the committee.
4. The committee will render a recommendation based upon the hearing. The committee's recommendation will be reported in writing to the President, who has the final authority in the matter.

Violation of Order to Leave Campus
Violation of the order occurs when the violator is found on any university premises after receiving the initial Notice to Leave Campus. The violator may only come to campus with the express permission of University Police Services.

If the President overturns the Notice to Leave Campus, the violator may return to campus premises at his or her discretion. If the President upholds the Notice to Leave Campus, the violator may not return to campus premises for six (6) months from the date of the Notice issuance. If violated, the subject of the order can be charged with the misdemeanor crime of trespass.

Glossary of Terms:	
Legal Citation:	21 O.S. §1376
Campus Links:	
FAQs:	
Formerly known as:	
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