



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University* • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 9.9

Effective August 13, 2009

Letter from the President

No Trespassing

Rules and Regulations

Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

Adjunct Handbook

 Print using your browser's print function.

Faculty Handbook

 Print using your browser's print function.

Policy

Lincoln University follows the guidelines and procedures outlined in RSMo. Sec. 569.140 concerning a violation of "No Trespass" on a university campus.

Staff Handbook

 Print using your browser's print function.

A person may be issued a "No Trespass" order when any of the following circumstances exist:

- The person is not a student, current LU employee, or legitimate visitor;
- The person was arrested on university property for committing a felony or
 - misdemeanor;
- The person is found in a university building in violation of university regulations and it is apparent to the officer or other officials that there is intent to commit a crime within the building;
- The person has exhibited conduct such that the person's presence on the campus, in the opinion of the officer or other university officials, constitutes a threat to the safety or welfare of the university;
- The person refuses to produce identification as requested (when under circumstances where an innocent person could reasonably be expected not to refuse), and further investigation and/or assistance from outside agencies may be required to properly identify the person;
- The person has no legitimate purpose (academic or visitation) for being on campus;
- The person is causing a disturbance or is disrupting the tranquility of any area of the campus;
- The person is found in possession of a weapon or explosive;
- The person is found in possession of alcohol or drugs;
- The person is a student who has been suspended or expelled.

Both pedestrians and vehicles may be stopped if an officer or other university official suspects that any of the above conditions may exist.

Written notification of “No Trespass” will be given to any person found in violation of this policy. A person may be placed on “No Trespass” for a specific building, area, or the entire university campus. “No Trespass” notices issued by officers will remain in effect for 5 days only. During that time period the notice will be reviewed by the Director of Public Safety. If the director determines the “No Trespass” order should be extended beyond the five-day period, a recommendation will be forwarded to the president or her/his designee. A “No Trespass” order of five days can be extended up to a period of one year or longer, if approved by the president. If the order is approved, a registered notification will be sent to the individual being denied access to the campus or its buildings. (The complete written notice procedure is available from the Department of Public Safety.)

When issuing a notice of “No Trespass,” officers shall act with as much restraint and courtesy towards the person stopped as that person will allow. Officers and other university administrators may exercise this authority in any place where they have a right to be pursuant to their official job and duties.

Juveniles will be given notice of “No Trespass” through the Prenger Family Services Juvenile Center. Juveniles found on campus in violation of “No Trespass” will be turned over to the juvenile authorities immediately. Any person given written notice of “No Trespass” may appeal in writing within seventy-two hours of the notice being issued. All appeals will be addressed to the president of the university who will either deny or approve the appeal. The president may also refer appeals to the vice president with primary interest in the case. For example: A person given a “No Trespass” notice in a residence hall area would appeal through the vice president for Student Affairs.



University Human Resource Services
July 9, 2009