

University of Alaska Anchorage Trespass Authority and Procedures

- A. The UAA Police Chief and Officers (collectively, UAA Police) may issue trespass warnings and review the issuance of trespass warnings on appeal in accordance with the following guidelines:
 - a. UAA Police-issued trespass warnings to UA students and employees are effective for no more than 72 hours or until the next regular UAA business day, whichever is later. Trespass information regarding students shall be forwarded immediately to the Dean of Students. Trespass information regarding employees shall be forwarded immediately to the UA HR Senior Business Partner for UAA.
 - b. The Chief of Police is responsible for the supervision and issuance of trespass warnings by UAA Police.
 - c. The Chief of Police shall serve as the appeal officer for trespass warnings issued by Police Officers. The Vice Chancellor for Administrative Services shall serve as the appeal officer for trespass warnings issued by the Chief of Police. Only the Chancellor, Vice Chancellor for Administrative Services, or the Chief of Police may modify or lift trespass warnings issued by the UAA Police.
 - d. When possible, UAA Police shall issue trespass warnings in writing, as described in section (E), and shall read and provide a copy of the trespass warning to the individual being trespassed. The Police Department shall enter the trespass warning, and any modification of or lifting of a trespass warning, in the Alaska Public Safety Information Network (A.P.S.I.N.).
 - e. UAA Police are responsible for knowing the circumstances when it is appropriate to issue a trespass warning.
 - f. UAA Police may not re-delegate this authority.
- B. The Dean of Students, authorized student conduct administrators, the senior student services professional, and the senior student services professional's designee may issue trespass warnings to students in accordance with University Student Conduct Procedures.
 - a. The individual issuing, modifying, or lifting a trespass warning as authorized in this section shall forward a copy to the Chief of Police. The Police Department shall enter the trespass warning, and any modification or lifting of a trespass warning, in A.P.S.I.N.
 - b. Trespass warnings issued under this section only may be modified or lifted as provided in the University Student Conduct Procedures.

- c. The Dean of Students, authorized student conduct administrators, and the senior student services professional's designee may not re-delegate this authority.
- C. The Title IX Coordinator and Deputy Coordinators may issue trespass warnings in accordance with Regents' Policy and University Regulation 01.04.
 - a. The individual issuing, modifying, or lifting a trespass warning as authorized in this section shall forward a copy to the Chief of Police. The Police Department shall enter the trespass warning, and any modification or lifting of a trespass warning, in A.P.S.I.N.
 - b. Trespass warnings issued under this section may only be modified or lifted as provided in Regents' Policy and University Regulation 01.04.
 - c. The Title IX Coordinator and Deputy Coordinators may not re-delegate this authority.
- D. Other University of Alaska Anchorage employees may issue trespass warnings and review the issuance of trespass warnings on appeal in accordance with the following guidelines:
 - a. Only the Chancellor, the UA HR Senior Business Partner for UAA, and the Directors of Kodiak College, Prince William Sound College, Kenai Peninsula College, and Matanuska-Susitna College may issue, modify, or lift trespass warnings issued pursuant to this section. Any of these officials may serve on another's behalf in the event one is unavailable, a personal conflict of interest exists, or in other appropriate instances.
 - b. The Vice Chancellor for Administrative Services, the UA HR Senior Business Partner for UAA, and the Directors of UAA's community colleges are responsible for knowing the circumstances when it is appropriate to issue a trespass warning.
 - c. The Vice Chancellor for Administrative Services shall serve as the appeal officer for trespass warnings issued by the UA HR Senior Business Partner for UAA or the directors of UAA's community campuses. The Vice Chancellor for Administrative Services may modify or lift trespass warnings. The Chancellor shall serve as an appeal officer in the event the Vice Chancellor for Administrative Services is unavailable, a conflict of interest exists, or in other appropriate circumstances.
 - d. Trespass warnings issued, modified, or lifted by individuals authorized in this section will be in writing, as described in section (E), and the individual issuing, modifying, or lifting the trespass warning shall forward a copy to the Chief of

Police. The Police Department shall enter the trespass warning, and any modification or lifting of a trespass warning, in A.P.S.I.N.

- E. For trespass warnings issued under sections (A) and (D), the following applies:
- a. A UAA community campus director shall consult with the UAA Chief of Police and the Vice Chancellor for Administrative Services prior to lifting or modifying a trespass warning issued by a community campus director.
 - b. Written notification of a trespass should include the justification for the trespass, the extent of the trespass, the consequences of violating the trespass warning, the duration of the trespass, conditions under which the trespass might be lifted or modified, a list of those individuals to whom a copy shall be distributed, and a description of the process for appeal. The modification or lifting of a trespass warning will be in writing and include the information described in this subsection, as relevant. Failure to adhere to the form described in this subsection will not render the warning invalid unless substantial injustice would result.
- F. This delegation of authority will continue until revoked or modified by the Chancellor or by the UA President.

Effective nunc pro tunc as of September 16, 2019.



Cathy Sandeen, Chancellor
University of Alaska Anchorage

9-17-19

Date