

TRESPASS NOTICES

Policy Number: 304

Categorized: [Administrative Policies](#)

Responsible Office: College Police

Subject: Policy and procedures for issuing trespass and ban notices

Related Policies:

Procedures: [304P](#)

Additional Information:

Effective Date: 04/23/2019

Last Reviewed Date: 07/23/2020

1. Scope

This policy applies to: 1) ban notices issued for disciplinary and administrative purposes; and 2) criminal trespass notices issued by the Northern Virginia Community College Police. Ban and trespass notices may be issued to employees, students and visitors at all properties owned, leased, or controlled by the College.

2. Policy

Northern Virginia Community College is committed to providing a safe environment for all staff, students and visitors. As a public institution of higher education, Northern Virginia Community College has the authority to prohibit access to individuals on College property.

An administrative ban or criminal trespass notice may be issued by an authorized College official when it is determined that an individual's continued presence on campus poses a significant threat to the health, safety, welfare, or academic experience of members of the College community. Regardless of whether such notice has been issued, any individual who is deemed to have committed a crime may be arrested by College Police.

An administrative ban or criminal trespass notice remains in effect for the period specified in the notice unless modified or withdrawn in writing by an authorized College official. Authorized College officials must provide a copy of the notice, and any subsequent modification or withdrawal, to College Police. College Police will maintain a listing of banned and trespassed individuals.

An individual who violates an administrative ban notice may be subject to arrest for criminal trespass pursuant to Virginia Code §18.2-119.

3. Definitions

Administrative ban: a directive or notice, sent by an authorized College official in writing by letter, e-mail or personally delivered, notifying an individual that they are prohibited from entering College property or some particular portion of it.

Authorized College Official: those College officials who have been designated by this policy to issue or modify an administrative ban notice or to respond to the appeal of an administrative ban notice, including: AVP of Human Resources for employees; Deans of Students for students; AVP for Fair Practice/Title IX Coordinator; Directors of Campus Operations for visitors.

College property: all buildings, facilities, and other property owned or controlled by the College, including but not limited to classrooms, administrative buildings, parking lots, athletics fields and facilities, and vehicles.

Criminal trespass: occurs when an individual violates a trespass notice.

Trespass notice: a notice issued by College police, notifying an individual that they are prohibited from entering College property or some particular portion of it; may also be issued when an individual has violated an administrative ban issued by an authorized College official.

4. Procedures

See [304P](#).

5. Authority

Virginia Code §§23.1-815, 18.2-119 and 15.2-1717