



CAMPUS SAFETY & TRESPASS PROCEDURE

Policy Number: 2.2000

Subject Area: General College Policies/Administration

Adopted: 11/12/2025

Revised: 11/12/2025

I. Purpose

Kaskaskia College has substantial and meaningful ties to the surrounding communities. As a public institution of higher education, the College is generally "open to the public." At the same time, the College is committed to safeguarding its students, employees, and visitors, to ensuring the safe operation of College programs and activities, and to protecting College assets.

The Administration is authorized to adopt and maintain campus safety procedures governing the use of College grounds, premises, and facilities, as necessary to provide for the welfare of students, employees, and members of the public and to protect College property and resources. In that regard, the College can, and does, restrict the general public's access to buildings during non-business hours and sections of buildings during business hours.

In furtherance of these objectives, the College reserves the right to establish expectations and parameters governing the presence of visitors on College property. The College further reserves the right to restrict visitors' access to some or all College property, where a determination has been made that the visitor engaged in, or is reasonably likely to engage in: (a) criminal activity; (b) a violation of College policy; and/or (c) conduct that may reasonably be deemed to be threatening, disruptive and/or violent.

This procedure establishes the College's regular hours of operation, outlines the parameters governing access to campus buildings and property by members of the general public, and details the circumstances under which a visitor's access to or presence on College property may be restricted through the issuance of a No Trespass Notice.

Nothing in this procedure precludes the College from issuing a no trespass directive to a current student or employee pursuant to the College's existing policies, procedures, and agreements governing student and employee conduct.

II. Scope and Jurisdiction

This procedure applies to currently enrolled students, faculty members, staff members, and individuals who are not affiliated with the College as students or employees.

III. Definitions

No Trespass Notice. A written notice informing a visitor that a determination has been made that the visitor engaged in, or is reasonably likely to engage in, criminal activity, a violation of College policy, and/or conduct that may reasonably be deemed to be threatening, disruptive and/or violent, and prohibiting the visitor from entering upon some or all College property for a definite period of time, to be determined on a case-by-case basis. Any person who violates a No Trespass Notice may be arrested and charged with criminal trespass under the Illinois Criminal Code.

Visitor. An individual who is not affiliated with the College as a currently enrolled student, faculty member, or staff member.

College Property. Includes all indoor and outdoor spaces owned or leased by the College.

IV. Hours of Operation

Unless otherwise posted, the College's hours of operation are:

Main Campus - Monday through Friday, 7:00 AM to 10:00 PM
Ed Centers – Monday through Thursday 10:00 AM to 8:00 PM

Outside of these hours, access to campus buildings by students, employees, and visitors is generally restricted.

V. Access to Campus During Business Hours

During regular business hours, the following locations are generally considered open to the public:

- Hallways
- Lounge areas in hallways
- Restrooms

- Outdoor areas
- Common stairwells

The following locations are generally considered not open to the public, and access, filming/photography by visitors is restricted, unless otherwise indicated:

- Employee work and office spaces
- Classrooms
- Labs (both computer and science)
- Designated study locations and study rooms
- Mechanical spaces

VI. Building/Site Closures

The College reserves the right to close individual buildings or areas on campus where necessary for the safety of students, employees, or members of the public, or to protect College property. The College also reserves the right to secure sections of a building/area so as to limit access by the general public.

VII. Notification

The College will utilize reasonable signage to notify the College community of any building or site closures, restricted areas, and hours of operation.

College employees should contact the Director of Public Safety, at kcpd@kaskaskia.edu, should they become aware of an individual violating this procedure or otherwise being present in a location where the individual is not authorized to be.

VIII. Issuance Process

1. The Director of Public Safety or their designee may issue a No Trespass Notice to any visitor who has engaged, or is reasonably likely to engage in: (a) criminal activity, (b) a violation of College policy, and/or (c) conduct that may reasonably be deemed to be threatening, disruptive, and/or violent.
2. Where practicable, a copy of the No Trespass Notice will be hand-delivered to the visitor at the time the Notice is issued. A copy of the No Trespass Notice will also be provided to the visitor via email, first-class mail, and/or certified mail.
3. The No Trespass Notice will inform the visitor:
 - a. Of the incident(s) serving as the basis for the determination that the visitor engaged in, or is reasonably likely to engage in: (a) criminal activity; (b) a violation of College policy; and/or (c) conduct that may reasonably be deemed to be threatening, disruptive, and/or violent;
 - b. That the visitor is prohibited from entering upon College property or parts of College property (specifying the parts of College property to which the No Trespass Notice applies, if applicable);
 - c. Of the duration of the No Trespass Notice; and
 - d. If the visitor violates the No Trespass Notice, the visitor will be subject to arrest for criminal trespass.
4. The No Trespass Notice is effective immediately upon its issuance to the subject visitor. If the No Trespass Notice is hand-delivered to the visitor at the time of its issuance, the visitor will be required to leave campus immediately.
 1. The Director of Campus Safety or their designee will provide the Police Department with a copy of any No Trespass Notice issued pursuant to this procedure.

I. Review of No Trespass Notice

- . A visitor who has been issued a No Trespass notice may submit a written petition for review of the Notice to the Vice-President of Administrative Services or their designee within seven (7) calendar days of the visitor's receipt of the No Trespass Notice.
- . The written petition must include (1) the reason(s) for the review request, (2) a complete and candid explanation for the conduct serving as the basis for the No Trespass Notice, (3) the basis for the petitioner's desire to be on College property, and (4) any other information the petitioner wishes to be considered.
- . The Vice-President of Administrative Services or their designee shall review the petition and provide the petitioner with a written determination in response to the petition within thirty (30) calendar days of receipt of the petition. The written determination shall (a) uphold the No Trespass Notice, (b) modify the No Trespass Notice, or (c) withdraw the No Trespass Notice. The Vice-President of Administrative Services or their designee may extend the thirty (30) calendar day timeline by providing written notice to the petitioner that the timeframe is being extended.
- . The No Trespass Notice shall remain in effect during the pendency of the review.
 1. The determination of the Vice-President of Administrative Services or their designee shall be final.