

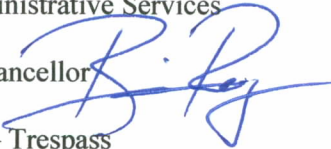


Brian Rogers, Interim Chancellor
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Office of the Chancellor

320 Signers' Hall, P.O. Box 757500, Fairbanks, Alaska 99775-7500

MEMORANDUM

DATE: July 23, 2008
TO: Vice Chancellor for Administrative Services
FROM: Brian Rogers, Interim Chancellor 
RE: Delegation of Authority – Trespass

In the course of managing University of Alaska (UA) lands and other facilities in and around the University of Alaska Fairbanks (UAF), its associated sites, and other UA operated or occupied properties in the Fairbanks area (University property), it sometimes becomes appropriate to prohibit individuals from entering or remaining on University property.

UA President Mark Hamilton has delegated to me (see attached delegation dated June 13, 2008) the authority to prohibit designated individuals from coming into or upon University property.

In the spring of 1999, UAF embarked upon a comprehensive review of procedures surrounding the trespassing of individuals from University property. Please see the attached UAF Trespass Procedures (revised July 23, 2008); these procedures delegate the authority to issue trespass warnings to: UAF Police Chief, UAF Police Officers, chief UAF Human Resources officer, and UAF Associate Vice Chancellor for Student Life. The Police Chief, chief Human Resources officer, and Associate Vice Chancellor for Student Life may re-delegate this authority in their absence; Police Officers may not re-delegate this authority.

The delegations of authority described in this memo and the attached Trespass Procedures are in effect unless otherwise rescinded by me in writing.

BDR

Attachments (as stated)

cc: UA Office of the General Counsel (with attachments)
UAF Associate Vice Chancellor for Student Life (with attachments)
Chief UAF Human Resources Officer (with attachments)
UAF Police Department (with attachments)

d1m/memoVCAStrespass

Mark R. Hamilton, President
Phone: (907) 450-8000
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UNIVERSITY
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Many Traditions One Alaska

202 Butrovich Building
910 Yukon Drive
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Fairbanks, AK 99775-5000

June 13, 2008

RECEIVED

JUN 24 2008

Office of the Chancellor

To: Brian Rogers, Interim Chancellor
University of Alaska Fairbanks

From: Mark R. Hamilton
President

A handwritten signature in black ink, appearing to read "Mark R. Hamilton".

Re: Trespass Delegation

In the course of managing University of Alaska lands and other facilities in and around the UAF campus and associated campuses, including the Butrovich building and other University of Alaska properties operated or occupied by the system office in the Fairbanks area, it sometimes becomes appropriate to prohibit individuals from coming into or upon such properties. I hereby delegate to you the authority to prohibit designated persons from coming into or upon such properties. This authority may be further delegated to the University of Alaska Fairbanks Police Department Chief, Human Resources Director, or other persons acting in their place, and, with respect to students, to the Dean of Students or other persons acting in place of the Dean.

MRH/bn

Cc: General Counsel Roger Brunner

University of Alaska Fairbanks Trespass Procedures

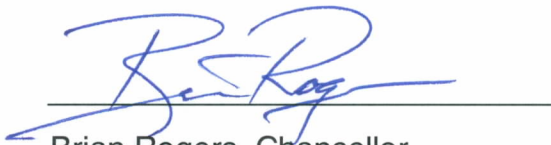
- A. A UAF Police Officer may issue a trespass warning in accordance with the following guidelines:
1. The Chief of Police is responsible for the supervision and issuance of trespass warnings by UAF Police Officers. The Chief is responsible for reviewing and monitoring trespass warnings issued by members of the Police Department.
 2. The Chief of Police shall serve as the appeal officer for trespass warnings issued by Police Officers and only the Chancellor, Chief of Police or his/her designee may modify or lift trespass warnings issued by Police Officers.
 3. When possible, officers shall issue trespass warnings in writing and shall read and provide a copy of the trespass warning to the individual. The trespass warning shall be entered as an internal record in the Alaska Public Safety Information Network (A.P.S.I.N.). Trespass information regarding students shall be forwarded to the Associate Vice Chancellor for Student Life. Trespass information regarding employees shall be forwarded to the chief UAF Human Resources officer.
 4. Police Officers are responsible for knowing the circumstances when it is appropriate to issue a trespass warning.
 5. Police Officers may not re-delegate this authority to anyone else.
- B. Other University of Alaska Fairbanks employees may issue trespass warnings and review the issuance of trespass warnings on appeal in accordance with the following guidelines:
1. Only the Chancellor, the chief UAF Human Resources officer, and the Associate Vice Chancellor for Student Life may issue, lift, or modify trespass warnings issued pursuant to this section. Typically, the Chancellor or the chief UAF Human Resources officer issue faculty and staff trespass warnings. Student and non-affiliated individuals are generally issued trespass warnings by the Associate Vice Chancellor for Student Life. Any of the three officials may serve on another's behalf in the event that one is unavailable, there exists a personal conflict of interest, or in other appropriate instances.
 2. The chief UAF Human Resources officer and the Associate Vice Chancellor for Student Life are responsible for knowing the circumstances when it is appropriate to issue a trespass warning.
 3. Trespass warnings issued by either the chief UAF Human Resources officer or the Associate Vice Chancellor for Student Life will be in writing and copies will be forwarded to the Chief of Police. The Police Department will maintain within the Alaska Public Safety Information Network a record of the trespass warning. When either the chief UAF

Human Resources officer or the Associate Vice Chancellor for Student Life lifts or modifies a trespass warning, the Police Department shall be notified immediately and A.P.S.I.N. updated.

4. The Vice Chancellor for Administrative Services shall serve as the appeal officer for those trespass warnings issued by the chief UAF Human Resources officer and the Vice Chancellor of Student and Enrollment Services shall serve as the appeal officer for trespass warnings issued by the Associate Vice Chancellor for Student Life. Either of these individuals may serve as an appeal officer in the event that one is unavailable, there exists a conflict of interest, or in other appropriate circumstances.

When the Vice Chancellor for Administrative Services or the Vice Chancellor of Student and Enrollment Services lifts or modifies a trespass warning, the Police Department shall be notified and A.P.S.I.N. will be updated to reflect the change.

- C. In all instances where a trespass warning has been issued:
 1. Periodically, the Chief of Police, the Associate Vice Chancellor for Student Life, and the chief UAF Human Resources officer shall conduct a review of those individuals that have received trespass warnings.
 2. Trespass warnings that are entered in A.P.S.I.N. will be deleted when lifted or upon expiration unless otherwise extended by the Chief of Police, the chief UAF Human Resources officer, or the Associate Vice Chancellor for Student Life.
 3. 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. Failure to adhere to this form will not render the warning invalid unless substantial injustice would result.



Brian Rogers, Chancellor
University of Alaska Fairbanks

7/23/08

Date