

**ARTICLE VI: UNIVERSITY PROPERTY**  
**Section 1. Protocols for the Use of**  
**University Property**

**Policy 1.1: Criminal Damage to State Property**  
**Issued: May 1, 2001**

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Persons who violate such reasonable regulations should be notified to depart. This advice and notification should be given publicly and orally by an authorized representative. Thereafter, if such persons remain, a police officer should read applicable portions of the criminal trespass statute, Section 21-5, Chapter 38, Illinois Revised Statutes, and advise them that they are in violation of the law and that they will be arrested if they do not depart. In appropriate circumstances court action of an injunctive or criminal nature should be sought.

Interference with a public institution of higher education is committed by one who, without authority from the institution, through force or violence, actual or threatened, willfully acts as prohibited by Section 21.2-1, Chapter 38, Illinois Revised Statutes. In appropriate circumstances, court action of an injunctive or criminal nature should be sought.

Members of a campus community who participate in unlawful activities which disrupt educational functions will be dealt with in accordance with established disciplinary and administrative processes. Such processes may be invoked regardless of either civil or criminal actions arising out of the same event.

When the President in her/his judgement believes that unlawful activities which disrupt educational functions occur she/he will not hesitate to summon Public Safety without delay, and where necessary public prosecutors will be advised of the situation, and the courts will be asked to make timely disposition of all cases resulting from the incident.

**Procedures for Dealing with Campus Disturbances/Disruptions**

(For policy refer to BOT Regulations, Section VI, Campus Disturbance Regulations)

- a. The following offices are directly involved in handling a campus disturbance:
- 1) Vice President for Student Affairs
  - 2) Police Department
  - 3) Public Relations
  - 4) Others as deemed necessary by the Vice President for Student Affairs, e.g., Health Service.

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b. Responsibilities for each office:

1) Vice President for Student Affairs

- (a) Coordinate overall University response including follow-up.
- (b) Insure that appropriate offices and personnel are notified.
- (c) Obtain names of as many demonstrators as possible.
- (d) Inform demonstrators that they are disrupting normal functions of the University, that what they are doing is in violation of University and BOT regulations, that they are to disperse immediately, and that failure to do so may result in disciplinary actions, including suspension and/or criminal proceedings. (See statement).
- (e) Instruct the Police Department to take photographs if demonstrators do not depart.
- (f) If appropriate, inform the demonstrators (students) that they are suspended effective immediately. (See statement) Suspension may also occur after the occasion as a result of subsequent filing of charges.
- (g) If demonstrators do not depart, insce9Iseaipehu5D42.2400 0.0000 Dc o(g)

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- 2) Police Department
  - (a) Where appropriate, seal off demonstration area as soon as possible, allowing in only appropriate personnel.
  - (b) Record as many names as possible and submit list to Vice President for Student Affairs. If appropriate, request I.D. cards.
  - (c) Upon authorization by the Vice President for Student Affairs, photograph all demonstrators, submit the photographs immediately to the Vice President for Student Affairs, and secure the negatives.
  - (d) Upon receiving instructions from the Vice President for Student Affairs, read statement to demonstrators regarding violation of trespass statute (See statement).
  - (e) In consultation with the Vice President for Student Affairs, determine the most appropriate means for arresting and removing the demonstrators and proceed to implement. Methods may include court injunction, arrest by Chicago Police, or temporary incarceration, among others.
  
- 3) University Relations

Central point of information dissemination. Any information requested by reporters, etc., is to be referred to the University Relations Office.
  
- 4) Statement(s) to be read by the Vice President for Student Affairs to the demonstrators:
  - (a) "This disturbance is disrupting the normal functions of the University and is in violation of University and Board of Trustees Regulations. If you do not (e.g., stop the noise, leave the area whatever is appropriate) immediately, you may be subject to disciplinary action in accordance with the University Student Due Process Policy and/or subject to arrest.

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- (b) If immediate suspension is an appropriate action and if the demonstrators do not appear to leave the area within a reasonable time (e.g. 15 seconds to 5 minutes), then the following is read\*:

"This disturbance is in violation of the University and the Board of Trustees Regulations. Since you did not leave when instructed, you are hereby notified that you are suspended from the University effective immediately."

- 5) Statement to be read by the Police Department to the demonstrators upon instructions from the Vice President for Student Affairs:

"The Criminal Law and Procedures section of the Illinois Revised Statutes expressly forbids interference with the normal functions of a public institution of higher education. Such interference occurs if a trustee, employee, student or invitee of the institution is denied freedom of movement or the use of the property or facilities of the institution. Furthermore, it is a violation of said statutes to obstruct or interfere with the performance of institutional duties by trustees or employees. Knowingly occupying or remaining in or at the building property or other facilities operated or controlled by the institution after due notice to depart is also a violation of Illinois law. To the extent that you are in violation of these statutes, you are instructed to cease this activity and leave the area immediately or face arrest."

\*Suspension may also occur after the occasion as a result of subsequent filing of charges.



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**Policy 1.3: Space Allocation and Management Policy**  
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To accommodate changes in the demand for space that are justified by programmatic requirements, this University's space allocation procedures will be based on the following principles:

- a. Although space may be allocated to a specific user, it is owned by the University. In accordance with available resources and applicable standards (i.e., local, state, and federal), the University will seek to provide adequate and functionally appropriate space for all programs. To promote optimum utilization of University space, facilities may be shared. Accordingly, procedures will be developed to establish priority of use for shared facilities, such as laboratories.
- b. Classrooms and laboratories are the most important facilities and will be maintained accordingly. These rooms will remain on the master key system unless justified by exception. Such exemptions must be approved by the President and Vice Presidents.
- c. Facilities Management will maintain a space management database reflecting the current inventory and utilization records for all University space. Facilities Management will coordinate the assignment of all storage space for the University community.
- d. Proposed changes in space allocations (existing and remodeled), will be forwarded to the area Vice President for review and recommendation to the President and Vice Presidents for approval. The President/Vice- Presidents shall request necessary staff analysis (including costs), from the Office of the Assistant Vice President for Facilities Management.
- e. The Provost's Office will assign and coordinate the scheduling of all classrooms and laboratories each semester. Other space (i.e., offices and academic/administrative support) will be assigned by the President to each Vice-President's area on a more permanent basis, but will be reviewed every two years. The biennial review effort will be supported by Facilities Management, who will prepare a biennial report for the President and Vice Presidents, using the space mana.2400 TDna mor e permanent basis, but will be reviewed every

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**Policy 1.4: Admission to Campus Facilities**  
**When University is Closed**  
**Issued: June 1, 2001**

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All faculty and staff desiring entry to University facilities during breaks, holidays, weekends and after-hours must sign in and out and deposit some form of valid identification with the CSU Police Department. There will be no exceptions.

a. Procedure Upon Arrival During Closed Hours:

Authorized Personnel will check in at the Police Department to sign in and deposit photo ID.

Police Department will admit faculty/staff to the building and unlock doors as necessary.

b. Procedure Upon Leaving

1) All personnel must insure that doors are securely closed and/or locked;

c. In the event students, vendors, suppliers of necessary services or any other individuals not directly affiliated with the University require admittance during closed periods, Department Chairs, Directors or Deans must provide the Police Department with a written notice of same. This notice must provide the following information:

1) Name of the individual(s);

2) Room(s) or area(s) to be occupied;

3) Specific hours; and

4) Specific dates.

Students, vendors or suppliers are also required to sign in and out in the Police Department.

d. Procedure when Already in the Building

Those authorized persons who are already in the building and wish to remain past



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closing time must call the Police Department and estimate their time of departure

(and call again at time of departure).

e. Violation of this Policy

Entry or exit by any other means is unauthorized and violates this policy. Persons who violate this policy may be subject to University disciplinary action, sanctions and/or arrest for criminal t

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**Policy 1.5: Key Control System**  
**Issued: June 1, 2001**

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It is University policy that, to maintain security, all buildings and offices shall be locked except during normal operating hours. The CSU Police Department is responsible for locking the doors to buildings. Staff are responsible for locking their offices and other spaces for which they are responsible. Key control is intrinsic to developing and maintaining a good security system. Therefore, to achieve and maintain security of University buildings and property we have developed the following key control policy and procedure.

a. Definitions

- 1) Controlled keys are those which provide access to buildings and individual rooms within buildings. Management of these is the responsibility of the Police Department.
- 2) Uncontrolled keys are those which secure closets or cabinets located within buildings/rooms. The management of these is the responsibility of the department head to whom the space is currently assigned.

b. Distribution Criteria for Controlled Keys

The Police Department will issue keys to university personnel only upon written approval of the appropriate administrator. Controlled keys will be subject to the following conditions:

- 1) Keys are University property and are issued for the purpose of conducting University business only. University personnel who are issued keys are responsible for those keys.
- 2) In no case should a University key be transferred from one person to another or obtained from any source other than from the Police Department. Key transfers, when necessary, must be authorized by the Police Department and approved by the person(s) authorized to request key issuance.
- 3) Individuals issued keys may not duplicate those keys under any circumstance. Individuals who duplicate keys off-campus or who lend keys to other unauthorized individuals may be subject to disciplinary



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- (v) Where the security of an area has been compromised because the department has lost control of the keys, a cylinder change will be required and keys will be reissued. The charge for

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**Policy 1.6: Liability Coverage for Use of University Facilities**  
**by Non-University Organizations**  
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A request to use University facilities by non-university groups shall be approved only if the subject use is consistent with the mission and purpose of the University and will serve its best interests. Such determination shall be made by the relevant Vice President. If the request is approved, then the requesting organization should provide the University's Risk Management Office with a certificate of insurance. This certificate shall include the Board of Trustees and the University as an additional insured for no less than \$100,000 combined limits. Such coverage is specifically excluded from the Board's self-insurance program. The Board of Trustees will not include non-university organizations using University facilities on the Board's liability limits. Purchasing insurance for those organizations would prove difficult and time consuming when attempting to find adequate coverage.



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**Policy 1.8: Posting Policy**  
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Please help us to keep CSU beautiful by complying with the following Posting Policy Regulations.

Approved posters and flyers must be posted on designated bulletin boards. There are approximately 30 locations designated for posting on campus. Events may not be openly publicized prior to being posted. Ticket sales, commitments for outside speakers or contracts for services should not be made until the Office