

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

Campus disturbances, while rare, do occur on occasion, and the Board has determined that the interests of all concerned would be served best by promulgating an express statement of policy as to the consequences of such a disturbance within this system.

The policy enunciated herein is in no sense intended to deprive any person of her or his rights of free speech and assembly; and the exercise of those rights in a lawful manner is to be encouraged at every institution under the jurisdiction of this Board. Actions, however, which deprive others of their rights without due process of law cannot be justified.

Campus disturbances have on occasion disrupted educational functions, deprived the majority of the right to pursue their education, and/or resulted in injury to persons and damage to property. The State, no less than a private property owner, has the right and responsibility to preserve property under its control for the use to which it is lawfully dedicated. Neither the United States Constitution, nor the Constitution of the State of Illinois, preclude the State from controlling the use of its own property for lawful, non-discriminatory purposes.

Accordingly, in order that normal educational processes can continue without interruption and in order that individual safety, personal freedoms and property rights can be enjoyed without impairment, this Board declares that unlawful activities will not be tolerated on the campus of any institution under its jurisdiction. In particular, the Board believes that Article 21 of the Illinois Criminal Code provides appropriate penalties for dealing with persons who willfully damage State property, commit trespass on the campus, or interfere with a public institution of higher education.

Criminal damage to State property is committed by one who does any of the acts specified in Section 21-4, Chapter 38, Illinois Revised Statutes and without regard to time or place, any person who knowingly damages campus property violates the law and should be arrested and prosecuted.

Criminal trespass to State land is committed by one who enters upon the campus or a building with legal notice that entry therein is forbidden or who remains in an area after notice to depart. It is lawful and proper to prescribe reasonable regulations as to conditions and times for access to campus buildings. Entrances, halls and exits must be kept open for normal operations and the safety of others; offices are to be used for purposes intended; and buildings are to be cleared and closed at established hours.

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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, instruct the Police Department to read applicable portions of the criminal trespass statute, Section 21-5, Chapter 38.
 - (h) If demonstrators still do not depart, consult with the President concerning if and when to request Police to arrest and remove demonstrators.
 - (i) If appropriate, implement the University Student Due Process Policy and Procedures with respect to the student demonstrators.

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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 1.2: Printing and Mail Services
Issued: June 1, 2001

This policy reflects Federal and State statutes on "unrelated business income of academic institutions," Legislative Audit Commission (LAC) guidelines, and generally acceptable business practices. Accordingly, all work that is to be done by the University's Duplicating Services Department must be for "official University business" and only department-generated work will be handled by that unit. This would rule out any cash transactions pursued by individuals or outside groups unrelated to the University. "Official University Business" is defined as that which pertains to carrying out administrative policies and procedures, activities of state or locally-funded University departments, offices, units, programs and related organizations or units. Specific guidelines for pursuing such work are outlined in the Fiscal Agent Handbook, Section LI.7. Furthermore, since University Mail Services is a fully state-funded entity, materials not utilized for "official University business" as defined above, may not be distributed by that entity. The only exception to this might be material deemed by appropriate University administrators to be of general benefit and information to all University employees.

Any questions concerning this policy should be directed to the Vice President for Administrative Affairs.

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Policy 1.3: Space Allocation and Management Policy
Issued: June 1, 2001

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 management database and other measures such as field verification.

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Policy 1.4: Admission to Campus Facilities
When University is Closed
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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 trespass on state property.

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

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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action, including but not limited to forfeiting the right to be issued further keys.

- 4) Under no circumstance will **extra keys** be issued to individuals or departments.

When emergency access to University facilities is required, the Police Department must be contacted to provide access. Police Officers will carry only those keys which provide access to nonsensitive areas. Keys to sensitive areas will be available only through the Police Department.

c. Distribution Procedure for Controlled Keys

1) Requisition for Controlled Keys

- (a) All applications for controlled keys must be made on the CSU KEY REQUEST form.
- (b) Upon Notification the authorized keyholder may pick up the requested key at the Police Department, at which time she/he will be required to sign the CSU KEY REQUEST form.
- (c) The cost of key and lock services is as follows:
- a. \$50.00 per Cylinder Change
 - b. \$25.00 per Key for file, desk, display cases, etc.
 - c. \$5.00 per key for Lost or Misplaced Keys
- (iv) The cost of capital project keying and re- keying associated with remodeling will be charged to the Director of Physical Facilities Planning and Management or the applicable capital project account. Keys that are found and returned to the Police Department will be reissued within the unit or department at no additional cost. The charge to replace a lost key will be \$10.00 per key.

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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 the cylinder change will be \$50.00. A Direct Payment Voucher must accompany the request.

2) Return of Controlled Keys

(a) It is the responsibility of the keyholder and the administrator who authorized issuance of the key(s) to see that all controlled keys are returned to the Police Department:

- a. transfer to another department
- b. termination of employment
- c. request of the area V.P., Dean, Department Head/Chairperson or the Chief of Police.

(b) All controlled keys issued must be accounted for either by returning the issued key to the Police Department, or by paying the lost key fee for each key lost or misplaced.

(c) Safeguarding of keys is the responsibility of the keyholder. The loss or theft of any key should be reported immediately by the keyholder to the Police Department and to her/his supervisor. Disciplinary action may be taken against the keyholder who ignores this responsibility.

- a. Replacement of lost, misplaced or stolen keys will be made by following procedures used to obtain the original key, (i.e., a new CSU KEY REQUEST form must be submitted).

The department is responsible for initiating the key request form(s) for key or lock changes necessary to restore the

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integrity of all areas affected by the lost or stolen key(s).

(d) Re-keying Locks

The re-keying of locks will be performed only by the University Locksmith. All lock and key requests, installations, changes or modifications, will be processed through the Police Department.

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Policy 1.6: Liability Coverage for Use of University Facilities
by Non-University Organizations
Issued: June 1, 2001

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 1.7: Naming or Designating
Chicago State University Property
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All names of buildings or facilities currently in use will be regarded as official. The current list of official names and designations will be available in the Office of the Vice President for Administrative Affairs.

All requests for changes in names or designations or new names and designations for buildings will follow the procedure outlined below.

- a. Any department or approved University organization may propose a change in name or designation by completing a Request Form and submitting it to the Office of the Vice President for Administrative Affairs.
- b. The Vice President for Administrative Affairs will bring the request to the President's Council for review.
- c. The action taken by the President's Council will be transmitted to the party requesting the change.
- d. If approved, the President will make a recommendation to the Board of Trustees.
- e. The assigning of a name or a designation to a building or facility will be intended for long-term usage. Buildings named for people shall not ordinarily be considered for renaming.

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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 of Facilities Administration has confirmed the activity scheduled on the Official University Calendar of Events.

Announcements for events must be approved for posting by the Office of Facilities Administration as denoted by the official office stamp. Posters are to measure no more than 14" by 22" and will be displayed only on approved bulletin boards. No circumstances may material be displayed on doors, walls, windows, or other University property. Without exception, materials not in compliance with the University's policy will be removed and discarded.

Posters and flyers displayed off campus grounds cannot be displayed on light posts, telephone poles, etc. Displaying posters and or flyers on unauthorized areas will cause Chicago state University and the appropriate department tot be ticketed by the City of Chicago, Department of Streets and Sanitation.

The Facilities Administration stamp on any document for posting or announcements is done solely for regulating posting on campus. The Facilities Administration stamp does not imply participation in or, of approval on any posted material.