

# TEMPORARY VISITOR RESTRICTION P 608

**Issued by:** Office of the Vice President for Administration

**Approved:** February, 1991

The University may restrict access to the campus by any visitor (i.e. a person who is neither a student nor an employee of this University) following an arrest for a serious offense committed on University grounds. Such offenses include violations of the SUNY Board of Trustees Rules of Public Order. This restriction may be implemented prior to a Presidential imposition of a "persona non grata" status for the alleged offender.

## **PROCEDURE: ADVISING OFFENDER OF RESTRICTION**

The Director of Public Safety is authorized by the President to issue letters of restriction to alleged offenders, thereby barring them from campus, or from parts thereof, for a period of up to seven (7) calendar days.

The letter is served upon an alleged offender by a Public Safety Lieutenant. It identifies the alleged conduct that compelled the imposition of the restriction and specifies that the recipient is subject to arrest for criminal trespass should the restriction be violated. The letter details the time limitations for which it applies. This procedure may be implemented when arrests are made for the following offenses:

- felonies
- sex crimes
- assaults where there is documented physical injury
- weapon offenses

A copy of the letter is signed by the Public Safety Lieutenant who indicates the date, time and place of the service. This form is kept on file in the Public Safety Office.

Should an emergency require the barred individual to return to campus for a short interval during this period of restriction, the individual must contact the Director of Public Safety prior to entrance onto campus. If the request is granted, the individual will be escorted by a Public Safety Officer during the entire stay on campus.

## **INQUIRIES/REQUESTS:**

Public Safety Office  
Room 162 Duchess Hall  
632 - 6350

## **RELATED FORMS:**

SUSB 0287 Letter of Visitor Restriction

**RELATED DOCUMENTS:**

[SUNY Board of Trustees Rules of Public Order](#)

[N.Y.S. Penal Code](#)

[USB: P-600 Guns on Campus](#)

(RESTRICTION LETTER):

Dear \_\_\_\_\_ (full name) \_\_\_\_\_:

Your alleged actions on \_\_\_\_\_ date \_\_\_\_\_ on the campus of the State

University of New York at Stony Brook resulted in your arrest for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accordingly, you are herewith formally notified that commencing on (date) (time) any and all authorization you may have received to enter or remain upon this campus or \_\_\_\_\_ (part of this campus) is withdrawn until \_\_\_\_\_ (date) (time).

You are further advised that should you enter upon the premises of the State University of New York at Stony Brook, you will be subject to arrest and subsequent prosecution for criminal trespass. You may also be subject to permanent exclusion from the campus upon further notice.

Sincerely,

Director, University Public Safety

Personally served By Lt. \_\_\_\_\_ on \_\_\_\_\_ (date) at \_\_\_\_\_ at \_\_\_\_\_

(time) (place)

[White copy to alleged offender; pink copy to Public Safety Office; yellow copy to Office of Administrator for Claims, Records and Risk Management]