

The Order of Saint Benedict Trespass Policy / Procedure / Information

Approved as official policy by the Senior Council and effective as of June 28, 2011

Owners of private property in Minnesota, including The Order of Saint Benedict in Collegeville, MN, have the authority through Minnesota Statute 609.605 to deny access to individuals and/or to remove them from the owner's property and/or prevent their return to the owner's property by issuing a **trespass notice**.

What is a trespass notice?

A trespass notice is a verbal and/or written notice issued by a designated authority of the Order of Saint Benedict to leave and/or stay off property owned by the Order of Saint Benedict.

Who may be issued a trespass notice?

Under applicable law, a trespass notice may be issued to any person who does not have business on O.S.B. premises; but generally a notice will be issued to any person for whom Saint John's Life Safety Services has received a complaint or who has been observed doing any of the following:

- causing harm or inflicting injury to O.S.B. community members, inclusive of all members of the Order of Saint Benedict, and Saint John's employees and students, and guests to the campus
- committing a crime
- engaging in threatening behavior or intimidating members of the community
- disrupting academic and administrative business of O.S.B.
- causing damage to O.S.B. or personal property
- violating a policy or procedure of Saint John's
- other actions or statements (written or verbal) deemed unacceptable by the Abbey, University, Preparatory School, or Liturgical Press

Who can request a trespass notice?

Anyone within the O.S.B. community (monastic, employee, student, or visiting guest) may contact the Saint John's Life Safety Services Department to report a criminal act, or a violation of regulations or policies, and file an incident report that may then result in a trespass notice being issued. The Director of Life Safety or their delegate will then determine if the incident meets the criteria for issuing a trespass notice.

What is the penalty for ignoring a trespass notice?

Violation of a trespass notice may result in arrest and/or criminal prosecution.

How is a trespass notice issued?

Generally, trespass notices are given verbally and then hand-delivered in written form. Notices may also be mailed to the person by certified mail when hand-delivery is not possible and the person's address is known. Once the person receives the trespass notice, or, in the case of mailed notices, once the certified receipt is returned to the Saint John's Life Safety Services Department, the trespass notice is active and enforceable. A copy of the notice is retained by Life Safety Services and a copy is given to a representative of the respective division of the Order of Saint Benedict.

Who is authorized to enforce the above statute?

- Saint John's Life Safety Services may issue a trespass notice to anyone whose behavior is in violation of O.S.B. or school regulations or policies.
- Saint John's University Vice-President of Student Development, or designee, may issue a trespass notice to an undergraduate or graduate student for a behavior or policy violation.*
- The Saint John's Preparatory School President, or designee, may issue a trespass notice involving the Preparatory School.*

*In instances where University or Preparatory School staff issue a trespass notice, Saint John's Life Safety Services will be notified and document the notification.

What are the boundaries covered by a trespass notice?

A trespass notice means the recipient is banned from the entire premises of the Order of Saint Benedict, Incorporated, in Collegeville, Minnesota, including but not limited to the land and forests of the Order of Saint Benedict, the buildings housing Saint John's University, Saint John's Preparatory School, Saint John's Abbey, the Liturgical Press and the Abbey Church, and all dormitory buildings and campus facilities.

How long is a trespass notice issued for?

A trespass notice is in effect for one year, unless the notice indicates a lesser amount of time. Trespass notices may be reissued multiple times.

I have received a trespass notice, however, I was invited to come on campus - can I come?

No one, other than the Director of Saint John's Life Safety Services or the Abbot of the Order of Saint Benedict, may give permission for someone who has received a trespass notice to re-enter O.S.B. premises for any purpose during the period of time covered by the trespass notice. If the Abbot and the Director of Life Safety agree that there is a legitimate reason to temporarily allow access to campus, permission to re-enter MUST be in writing, listing the date, the purpose of the visit, and have the official signatures of the Abbot and the Director of Life Safety.

Is there an appeals process to the Trespass Notice?

Any appeal of a trespass notice must be made **in writing and mailed** to the Director of Life Safety Services, Saint John's University, Collegeville, Minnesota, 56321. Appeals are reviewed and evaluated by the Director of Life Safety Services and in consultation with any involved victim and/or other representative(s) of the O.S.B. community.

The criteria for an appeal include, but are not limited to:

- a determination of the threat posed by the person to the community;
- review of the person's need to be present on campus;
- review of the incident or supporting documentation resulting in the trespass notice being issued;
- other relevant considerations.

What information will any involved victim receive if a trespass notice is modified or rescinded?

Any time the Director of Life Safety Services considers modifying or rescinding a trespass notice as a result of an appeal, the Director of Life Safety Services will contact any involved victim and discuss the appeal. If, however, the victim is no longer a member of the O.S.B. community, she or he will not be contacted. The Director may consult with other personnel as part of the appeal review process. The victim will be informed of the outcome prior to any modification or revocation. In cases where the victim disagrees with the outcome, she or he may request a meeting with the Director of Life Safety Services and another appropriate campus official. Notification of the appellant will be held until this meeting is completed.

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