DEPARTMENT OF PUBLIC SAFETY

POLICY & PROCEDURE MANUAL	DATE: 02/15/2007	SUCCEEDS:

SUBJECT: SOLICITATION (COMMERCIAL, RELIGIOUS, POLITICAL)	NUMBER: 32	PAGE: 1 OF 1

Policy:

In order to protect the security and privacy of the college community, door-to-door sales and solicitations in college properties are prohibited. Sales/solicitations are only permitted with written approval of a college administrator and must be produced upon request by any officer. Sales/solicitations are then only permitted in the main lobby areas of the buildings.

Procedures:

A. Encountering a sales person

1. Should you encounter any person selling or soliciting on college property;

a. Determine whether they have authorization to be there.

2. If they do not have authorization:

a. Obtain their identification

b. Return to Public Safety with the individual

c. Explain and provide the solicitation policy.

d. Issue trespass warning, if required

e. File incident report

3. If they ask permission to sell or solicit at a later date they must:

a. Obtain written permission from the administration of where they would like to solicit prior to returning to campus.

This will only occur if they have not been issued a trespass notice.

4. If a person is found selling or soliciting on campus that has been previously warned and whose trespass warning is still valid, an arrest may be made.