



ADMINISTRATIVE PROCEDURE

TRESPASS WARNINGS

2214

Procedure No.

September 1, 2004

Date

- I. **PURPOSE:** To develop procedures for the enforcement of the Trespass Law in all schools.
- II. **POLICY:** The Chief Executive Officer, principal of a school, or anyone designated in writing by the CEO or the principal may deny access to unauthorized persons whose presence on public school grounds or buildings is objectionable or otherwise desired. Any administrative personnel and other authorized employees of the Prince George's County Public Schools may demand identification and evidence of qualification for use from any person on school premises (Board Policy 2214).
- III. **PROCEDURES:** Each year, the CEO will issue a list of those Investigator/Counselors and Supervisors of the Department of Security Services who have the authority to enforce the Trespass Law.

Each year, principals will designate, in writing, up to five (5) additional individuals assigned to the school who the principal wishes to have the authority to enforce this law. Each designated individual must be notified of such designation by memo. One copy of the notification memo should be kept on file at the school and a second copy should be sent to the Department of Security Services.
- IV. **RELATED PROCEDURES:** None.
- V. **LEGAL REFERENCE:** MD Annotated Code, Education Article, Section 26-102.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Department of Security Services is responsible for this procedure and will update it as necessary. Any questions should be referred to that Department.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2214, Dated November 1, 1986.
- VIII. **EFFECTIVE DATE:** September 1, 2004.

Approved by:
André J. Hornsby
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11