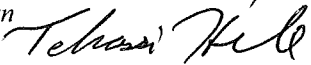
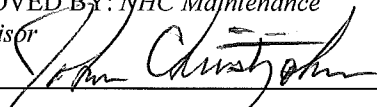
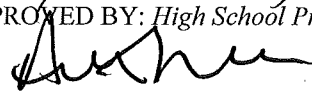
 <p>ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Banned and Restricted Access to Norbert Hill Center</p>	<p>ORIGINATION DATE: August 28, 2018 REVISION DATE: November 2, 2018 EFFECTIVE DATE: Upon final signature</p>
<p>AUTHOR: Jessica Wallenfang, OBC</p>	<p>APPROVED BY: <i>Business Committee Chairman</i> </p>	<p>DATE: 11-26-2018</p>
<p>DEPARTMENT: Business Committee</p>	<p>APPROVED BY: <i>NHC Maintenance Supervisor</i> </p>	<p>DATE 11-21-18</p>
<p>DEPARTMENT: Oneida Nation High School</p>	<p>APPROVED BY: <i>High School Principal</i> </p>	<p>DATE 11-21-18</p>
<p>DIVISION: Non-Divisional</p>	<p>COMPLIANCE REVIEW BY: <i>EEO</i> Not Applicable</p>	<p>DATE:</p>
<p>EEO REFERENCE NUMBER:</p>	<p>REVIEWED BY: <i>Internal Security Dept.</i></p>	<p>DATE:</p>
<p>PAGE NO: 1 of 2</p>		

1.0 PURPOSE

- 1.1 To maintain a safe work environment for all employees and students located within the Norbert Hill Center. These standards will allow employees who work in the building to know if there is someone who cannot have access or must have limited access in the building. The processes will allow the banning or restricted access to anyone who may pose a threat to the safety and well-being of employees and students.

2.0 DEFINITIONS

- 2.1 Ban – Official prohibition from the Norbert Hill Center
- 2.2 BCSO – Business Committee Support Office
- 2.3 Entities of NHC – Oneida Business Committee, Maintenance Supervisor, and ONHS Principal
- 2.4 NHC - Norbert Hill Center
- 2.5 OBC – Oneida Business Committee
- 2.6 ONHS – Oneida Nation High School
- 2.7 Restricted Access – Visitor is limited to a certain area in the building.

3.0 WORK STANDARDS

- 3.1 People may be banned from the NHC or restricted access to certain areas of the building if they have demonstrated behavior that is illegal, unsafe or mischievous. Including, but not limited to:
 - 3.1.1 Making a bomb threat
 - 3.1.2 Disorderly conduct
 - 3.1.2.1 Public drunkenness
 - 3.1.2.2 Loitering
 - 3.1.2.3 Disturbing the peace
 - 3.1.2.4 Loud threats or unreasonable noise
 - 3.1.2.5 Use of obscene language or gestures
 - 3.1.3 Willful damage or destroying to NHC property
 - 3.1.4 Possession or use of illegal substance
 - 3.1.5 Theft or robbery
 - 3.1.6 Vandalism/ graffiti
 - 3.1.7 Threats of violence and/or physical harm
 - 3.1.8 Trespassing
 - 3.1.9 Convicted sex offender
 - 3.1.10 Stalking by spying and often unwanted calling
 - 3.1.11 Harassment
 - 3.1.11.1 Verbal and emotional abuse
 - 3.1.11.2 Insults and racial slurs
 - 3.1.11.3 Bullying and intimidation
 - 3.1.11.4 Ongoing torment or physical/ mental suffering
 - 3.1.12 Behavior that is aggravating or may cause trouble
 - 3.1.13 This list is not all-inclusive

4.0 PROCEDURE

Procedures to Ban or Restrict Access.

- 4.1 A request or recommendation to ban or restrict access to a person is requested to the BC Support Office, Maintenance Supervisor, or ONHS Principal, information on the individual to be banned or restricted must include:
 - 4.1.1 Person's name
 - 4.1.2 Person's address (if available)
 - 4.1.3 Person's picture (if available)
 - 4.1.4 Date, Time, & Description of incident
 - 4.1.5 Police Report (if available)
 - 4.1.6 Security Report (if available)
 - 4.1.7 Any other back-up documentation
- 4.2 The entity receiving the request or recommendation will notify the other entities

- listed in 4.1 and set up an appointment to meet.
- 4.3 A designee of each entity will meet within five (5) business days of receipt of request or recommendation to review the evidence and decide if the person will be banned or restricted access.
 - 4.4 If there is not enough evidence to ban or restrict access, the entities can conduct an investigation by reviewing all documentation, information, and/or conduct interviews with witnesses regarding the occurrence that prompted request or recommendation.
 - 4.5 The entities will render a decision within two (2) business days of completed investigation to either ban, restrict access or neither.
 - 4.6 A certified letter will be mailed by a designated NHC entity of the final decision to the following:
 - 4.6.1 Requestor
 - 4.6.2 Person being banned or restricted access
 - 4.6.3 Oneida Police Department
 - 4.7 The contents of the letter will contain:
 - 4.7.1 Reason for ban or restricted access.
 - 4.7.2 Amount of time the ban or restriction is in place, i.e. school term, BC term, indefinitely
 - 4.7.3 Limited area of visitation, if access is restricted.
 - 4.8 Communicate to all employees of the NHC of the individual who is banned or restricted access.
 - 4.9 Update poster of "People Banned & Restricted Access to Norbert Hill Center" with picture and necessary information, and distribute to all departments in the NHC.
 - 4.9.1 Poster must be kept at a location for all employees to view. I.e. Reception, BCCO, ONHS Office, Childcare Office, Records Management or other areas in the Norbert Hill Center.

Ban or Restricted Access time expires

- 4.10 When a ban or restricted access time expires, a designated entity will:
 - 4.10.1 Communicate to all employees of the NHC, OPD and the individual that ban or restriction has expired.
 - 4.10.2 Send a letter to individual, by certified mail, when the ban or restriction will end.
 - 4.10.3 Send OPD a copy of the letter.
 - 4.10.4 Update poster of "People Banned & Restricted Access to Norbert Hill Center" and distribute to all departments.

Review of a Ban or Restricted Access of a Person

- 4.11 On an annual basis, the three entities listed in 4.1 will meet to review the current list to re-investigate and re-evaluate if ban or restriction can be lifted before or at the expiration date of ban or restriction.
- 4.12 If a Ban or Restriction is lifted or expired, a designated entity must:

- 4.12.1 Communicate to all employees of the NHC, OPD and the individual that ban or restriction has been lifted.
- 4.12.2 Send a letter by certified mail, when the ban or restriction will end.
- 4.12.3 Update poster of “People Banned & Restricted Access to Norbert Hill Center” and distribute to all departments.

Procedures if a Person who Violates the Ban or Restricted Access

- 4.13 Any person may ask an individual to leave the premises immediately if they are banned, leave the restricted area, or notify the Security Officer at the Main Reception area to notify the person.
 - 4.13.1 If the individual leaves immediately, file in incident report with Internal Security.
 - 4.13.2 If the individual does not leave immediately and/or leave peacefully, contact Oneida Police at (920) 869-2239.
 - 4.13.3 One of the entities will notify the other entities listed in 4.1. of the situation within three (3) business days.

Appeal Process for Banned or Restricted Access

- 4.14 There is no appeal process of a Ban or Restricted Access once determined.

5.0 REFERENCES

6.0 FORMS

- 6.1 Internal Security Incident Form

7.0 FLOWCHART