

UC Davis Policy and Procedure Manual

Chapter 390, Health and Safety Services

Section 25, Suspension of Individuals During Declared State of Emergency

Date: 12/10/14

Supersedes: 12/2/09

Responsible Department: Office of the Chancellor

Source Document: [Policies Applying to Campus Activities, Organizations, and Students, Section 50, Campus Emergencies](#)

[Exhibit A, Notice of Emergency Suspension](#)

I. Purpose

This section outlines policy regarding suspension of individuals from UC Davis properties during a declared state of emergency. For exclusion of individuals from UCD properties under other circumstances, refer to [Section 390-20](#), Maintenance of Order, and [Section 390-30](#), Disruptive Behavior in the Workplace.

II. Policy

- A. During a declared state of emergency (see [Section 390-10](#)), an emergency suspension is warranted where there is reasonable cause to believe:
 - 1. The individual has participated in a disturbance of the peace or unlawful assembly or has acted in violation of the campus emergency orders; has committed an act of physical violence or has threatened to commit such an act; or has committed a theft or has damaged property; or
 - 2. The individual's presence on campus will lead to violation of campus emergency orders, violence, intimidation, damage to property, or other disruptive activity incompatible with the orderly operation of the campus.
- B. The following positions have the authority to impose an emergency suspension:
 - 1. Campus Counsel
 - 2. Vice Provost—Academic Affairs
 - 3. Vice Chancellor—Human Health Sciences
 - 4. Vice Chancellor—Student Affairs
 - 5. Associate Vice Chancellor—Human Resources

III. Procedures

- A. When an emergency suspension is imposed, the individual who imposed the suspension must immediately inform the Chancellor and submit a written Notice of Emergency Suspension (Exhibit A) as soon as is reasonably possible. If the Chancellor does not affirm the suspension within 24 hours after being informed that the suspension has been imposed, the suspension is deemed void and a reasonable effort shall be made to inform the suspended individual that the suspension is void.
- B. An individual placed on emergency suspension must be given a copy of the affirmed Notice, either by hand-delivery or mail.
- C. Suspended individuals must be informed of the procedures by which the validity of the emergency suspension can be appealed, including the opportunity to obtain a special hearing on the emergency suspension.
 - 1. Appeals on the validity of the emergency suspension should be directed to:

- a. The Vice Chancellor--Student Affairs for students.
 - b. The Vice Chancellor--Finance and Resource Management for staff employees.
 - c. The Provost & Executive Vice Chancellor for academic employees and all other persons.
2. A hearing may be requested by either students or employees as provided for in appropriate administrative appeal and grievance procedures set forth in this manual, the personnel manuals, collective bargaining agreements, or applicable student discipline procedures.
 3. Suspension will not result in loss of student or employment status, or in the discontinuance of salary or benefits, or in other punitive measures without the opportunity for a full hearing.
 4. If an individual is found to have been unjustifiably placed on emergency suspension, reasonable efforts will be taken to assist an individual who has been disadvantaged in employment or academic status.
- D. Any individual placed under emergency suspension must not, during the period of suspension, enter upon specified areas of the campus or engage in specified activities, as set forth in the Notice of Emergency Suspension. The exclusion or restriction must be limited to the minimum extent necessary to protect the health and safety of persons or property or to maintain the orderly operation of the campus.

IV. References and Related Policies

- A. Office of the President:
1. [University of California Policies Applying to Campus Activities, Organizations, and Students, Section 50, Policy on Campus Emergencies.](#)
 2. [Policy on Safeguards, Security, and Emergency Management.](#)
- B. UCD Policy and Procedure Manual:
1. [Section 390-10, Campus Emergency Policy.](#)
 2. [Section 390-20, Maintenance of Order.](#)
 3. [Section 390-30, Disruptive Behavior in the Workplace.](#)