

Visitor Policies and Procedures

What is the purpose of a visitor policy or procedure?

The purpose of creating a policy or procedure for visitors is to enhance the safety of visitors and the entire campus community while protecting and promoting the college's mission, vision, and values. The policy should set forth rules and expectations for the conduct of visitors while on the College Campus.

Why should a college adopt a visitor policy?

A college visitor policy is a proactive measure that addresses various aspects of campus life, ranging from safety and security to privacy and community standards. It helps create a positive and controlled environment that supports the educational mission of the institution.

Unhoused Individuals

When considering the issue of unhoused (homeless) individuals on campus, several important points should be shared on a broader scale.

This has a direct link to campus visitor guidelines and policies. Instead of focusing on specific groups, it's important to recognize that various individuals, including domestic partners, people dealing with drug dependencies, and community members seeking resources, can potentially disrupt the campus environment. We need to address behaviors that significantly impact learning and safety for both individuals and the campus community. This approach ensures fairness and equality in adapting to the evolving needs of the campus concerning community members and visitors.

Some legal experts may argue that removing unhoused individuals from campus is acceptable since it's primarily for the learning community. However, caution is necessary as this could be viewed as discrimination. Instances where presumed homeless individuals are asked to leave or denied access to essential facilities have received negative media attention. The [Starbucks incident in Philadelphia](#) serves as a clear example, underscoring the serious consequences of perceived discrimination on a business's reputation.

To avoid such situations, it is crucial to involve **senior administrators and legal counsel** when crafting these policies and procedures.

Additionally, it is essential to consider students who may be experiencing homelessness and develop policies and procedures that provide additional help to this group. Avoid making assumptions that all unhoused individuals are non-students.

Other Considerations:

- Clearly define the purpose of the visitor policy, which may include ensuring the safety and security of the campus community, protecting campus property, and maintaining an environment conducive to learning and research.
- Define the specific hours during which visitors are allowed on campus. Additionally, specify which areas of the campus are accessible to visitors and which are restricted.
- Clearly outline expected behavior for visitors, including respecting the rights and privacy of others, following all campus policies, and refraining from any disruptive or unlawful activities.
- Ensure that the visitor policy complies with all relevant local, state, and federal laws and regulations, including those related to accessibility and nondiscrimination.
- Make sure to install signage on restricted areas and keep doors secured.

External Resources for Homeless Assistance:

- [U.S. Dept of Housing and Urban Development - WI Homeless Assistance Agencies](#)
- [WI Dept of Children and Families - Support Services for Homeless](#)
- [211 - Find Services Near You](#)
- [Interagency Council on Homelessness \(WI DOA\)](#)

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