

APPENDIX B

Draft
August 1, 2014

ANR Administrative Handbook Section 580
Research and Extension Centers
Appendix B, ANR Research and Extension Center (REC) Access Violation Report

Responsible Officer:	REC System Associate Director 530-752-2815 or lmfischer@ucanr.edu
Responsible Office:	Research and Extension Centers Administrative Office
Issuance Date:	May 31, 2013
Effective Date:	June 1, 2013
Scope:	ANR Research and Extension Centers

As described in ANR Administrative Handbook Section 580 [\[insert link when posted on web\]](#), and Appendix A [\[insert link when posted on web\]](#) of Section 580, reports of Research and Extension Center (REC) access violation will be made by submitting the below information to the Center Director. Contact information for Center Directors is available at http://ucanr.org/ANR_Offices/RECs/.

**UC AGRICULTURE AND NATURAL RESOURCES
RESEARCH AND EXTENSION CENTER
ACCESS VIOLATION REPORT**

Reporting Person	Department/Title	Telephone
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Date/Time of Incident	Location
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Name(s) of Unauthorized Person(s) and Organization

Time Spent by Reporting Person:

Describe Incident:

- | | | | | | |
|----|---|-----|-----|----|-----|
| 1. | Was Unauthorized Person asked to leave?
If yes, by whom? _____ | Yes | ___ | No | ___ |
| 2. | Did Unauthorized Person comply? | Yes | ___ | No | ___ |
| 3. | Was Unauthorized Person escorted out of unauthorized area? | Yes | ___ | No | ___ |

4. Was Unauthorized Person talking with employees? Yes ___ No ___
 On work time? Yes ___ No ___
 If yes, name of employees, if known:

5. Was Unauthorized Person handing out leaflets? Yes ___ No ___
 If yes, did you get a copy? Yes ___ No ___
 If yes, please forward a copy to Labor Relations/Staff Personnel

6. Was Unauthorized Person asked to identify him/herself? Yes ___ No ___
 If yes, did the Unauthorized Person comply? Yes ___ No ___

7. Were there other witnesses? Yes ___ No ___
 If yes, name of witnesses:

8. How did the activity interfere with the unit's work? (Specific description)

9. Was the violation reported to Labor Relations/Staff Personnel? Yes ___ No ___
 If yes, to whom? _____

10. If after "normal working hours," was Labor Relations Contacted? Yes ___ No ___
 If yes, to whom? _____

11. Was Police Department called? Yes ___ No ___

Other
Comments:

----- **Staff Personnel and Labor Relations Use Only** -----

Staff Receiving Report _____ Date _____

Violation Letter Sent? Yes _____ Date _____ No _____

cc: Reporting Person
Violation File
Mgmt. Reps if applicable

