

ADMINISTRATIVE PROCEDURE
Guidelines for Administrative Entry and Searches of University Residence Halls

Related Policy: 07.022 – Administrative Entry and Searches of University Residence Halls

The university respects its resident students' reasonable expectation of privacy in their rooms and makes every effort to ensure privacy in university residences. However, in order to protect and maintain the property of the university and the health and safety of the university's students, the university reserves the right to enter and/or search student residence hall rooms in the interest of preserving a safe and orderly living and learning environment.

Procedures and Responsibilities.

1. Prior to conducting a search of a student's residence hall room, residence hall staff must establish and document a reasonable suspicion that a search will reveal evidence of a violation of university policy or regulation, including a violation of the Code of Student Conduct or university Housing Policy. Reasonable suspicion may be established based on the following:
 - a. Sensory perception, (i.e., actually observing, smelling or hearing a reference to a violation of university policy or other emergency situation).
 - b. Direct report from another individual including a credible roommate or other informant.
 - c. Any individual behavior that tends to create a reasonable suspicion that a violation of university policy or other emergency exists.

Responsible Party: Hall Director

2. Residence hall searches may only occur with the authorization of a Central Housing administrator upon establishing a reasonable suspicion to believe that the premises are being used for a purpose that violates university policy or regulation.
3. Resident hall staff must conduct searches in accordance with the following procedures:
 - a. Searches must be timely and conducted as soon as possible after a reasonable suspicion of a violation of university policy or regulation is confirmed.
 - b. Searches must be conducted in the presence of two staff members, one of whom must be a Special Assistant, Assistant Hall Director, Hall Director, Residence Life Coordinator, Assistant Director of Housing, Associate Director of Housing, or Director of Housing.
 - c. Residence hall staff must knock and identify themselves prior to entry.
 - d. University police will be notified to be in the building due to safety issues but will be unaware of the room or resident whose room will be searched. Searches will not be

- conducted under the direction of the university police or on behalf of the university police.
- e. After entry, any residents or guests in the room must be notified of the reason for the search and afforded the opportunity to voluntarily produce any evidence or information related to the purpose for the search.
 - f. Residents may be permitted to remain in the room during the search, but may be asked to leave the room if they inhibit the search or activities of the residence hall staff. Guests will be asked to leave the room immediately.
 - g. Residents present at the time of the search may be asked to empty pockets, backpacks, handbags and other similar items or containers to the extent that any of these items or containers may contain items that could reasonably be related to the objective of the search.
 - h. A student's failure to comply with a reasonable request of resident life staff may be considered a violation of the Code of Student Conduct and referred to the Dean of Students Office for appropriate disciplinary action.
 - i. Searches must be conducted in an orderly manner and all activities must be fully documented. Rooms must be left in the same condition as the condition upon entry.
 - j. Searches conducted when residents are not present will be documented by a room entry slip which will be left in the room following the search and will document the basis for the search as well as the date and time of the search.
 - k. Evidence of a violation of university policy, including the Code of Student Conduct, identified by a search may be confiscated and turned over to the Dean of Students Office to consider for possible disciplinary action. Illegal contraband or evidence of illegal conduct will be turned over to the university police for disposal in accordance with law.
4. Residence hall staff must take the following actions following a search:
 - a. A summary report must be submitted to the Central Housing office to document the activity.
 - b. Any possible violation of the Code of Student Conduct will be reported immediately to the Dean of Students Office for possible disciplinary action.
 5. Nothing in the university policy related to Administrative Entry and Searches of University Residence Halls or of these related guidelines should be construed to preclude campus law enforcement from investigating and searching residence halls in accordance with law.

Questions concerning these procedures should be directed to the Department of Student Affairs.