Guilford COLLEGE

NOTICE OF ENTRY

Your room _____ _____was entered on _____ at _____AM or PM by
Hall Room # Date Time

Campus Life and/or Public Safety Staff for the following reason(s) (***which do not require your permission or presence)***:

- ❑ Possible violation of college regulations or local, state, or federal laws as outlined in the ***Guilford College Student Handbook***
- ❑ Possible emergency situation
- ❑ Possible fire alarm
- ❑ Possible general courtesy issue_____
- ❑ Other_____

If you have questions, please contact the Office for Campus Life at x2186 or Public Safety at x2908 or x2913(weekdays from 9:00am-5:00pm).

Entry Into Residence Hall Areas

The Guilford College policy for entrance into residence hall rooms is outlined on page 42-43 of the ***Guilford College Student Handbook***. Entry by a student into another student's room without his/her permission is prohibited. College officials and/or staff have the authority to enter a residence hall room for the reasons listed below. If the residents of the room are not present, a passkey will be used to enter the room.

- **Maintenance Repair.** By requesting a maintenance repair, a student has granted permission for a member of the physical plant to come into the room and make the repair. In addition, Facilities personnel may enter your room to verify damages or to perform other maintenance services during normal maintenance hours (weekdays 8:30 a.m.-4:30 p.m.).
- **Periodic Health and Safety Inspections.** Residence Life and Public Safety staff will make routine health and safety inspections. These inspections will be announced at least 24 hours in advance.
- **Violation of College Regulations or Local, State or Federal Laws.** If a staff member has reason to believe a law or college policy is going to be, is in the process of being or has been broken, the room can be entered.
- **Hall Closings.** Rooms will be entered during every vacation period for the purpose of assuring that all closing procedures have been completed and also to see if no violations of the college policy exist.
- **Emergency Situations.** A staff member will use a passkey to enter a room if it is believed an emergency situation exists.
- **Fire Alarms.** Rooms, suites, lounges and bathrooms may be entered when an alarm sounds to make sure that all students have vacated those areas.
- **General Courtesy Issues.** Rooms may be entered to turn off alarms and stereos or other items which are causing a disturbance for other members of the college community when there has been no response by the occupants.

In all other instances not outlined above where a search may be necessary, the following procedures will apply:

1. The student(s) occupying the area to be searched should be present, if possible, during the search and given notice of the search including reason(s) for the search. The individuals involved in the search process shall make a reasonable effort to locate all residents of the room being searched. Such "effort" may include the following: finding the individual(s) in class or at a club activity; asking other residents where the individual(s) spends time on campus and going to those places to look for him/her; checking the cafeteria, Underground and Bauman; calling known friends of the individual(s). The RA, hall director or associate dean should be used as a resource to locate the individual(s) as she/he might have information about their activities. Once the individuals involved in the search have made a reasonable effort to locate the student(s), a search may occur with or without the student(s) being present.

2. If neither of the residents can be found, then a residence hall staff member shall be asked to serve as witness. This witness may neither occupy any public safety position nor be a member of Judicial Board. The witness should observe the search proceedings and provide an independent perspective if any questions arise. The witness is bound by confidentiality unless information is needed in the event of an administrative investigation of the search. Once the individuals involved in the search have made a reasonable effort to obtain an independent residence hall staff witness, a search may occur with or without the presence of such witness.

Item(s) Confiscated: _____

_____

_____

Revised 11/29/04

Authorized Signature_____ Date_____

Witness _____ Date _____

Guilford College Official _____ Date _____

PSO _____ Badge # _____Date _____