

Category:

Policy Title: Administrative Entry and Searches of Residence Halls Policy

Policy Number:

Policy Statement:

Garden City Community College respects the residents' privacy and control over their environments. The College is responsible for providing quality facilities. When possible, advance notice of room entry will be given.

Room Entry by College officials reserve the right to enter and inspect College Dorm Rooms, Units, Apartments, Suites, and Houses at any time. Entry may occur to protect and maintain the property of the College, ensure the health and safety of its students, or whenever necessary to aid in the basic responsibility of the College regarding discipline and maintenance of an educational atmosphere. In such cases, effort will be made to notify the resident(s) in advance and to have resident(s) present at the time of entry.

I. Purpose

The College respects its resident students' reasonable expectation of privacy, particularly in the context of their group living situation, and will make every effort to protect and guarantee their privacy. However, to maintain the health and safety of residential students and College property, the College reserves the right to enter and/or search student residence hall rooms.

II. Scope

This policy applies to all GCCC campus students residing in the Residence Halls at Garden City Community College.

III. Procedures

The College reserves the right to enter a resident's room/apartment under the following conditions:

- A. With advanced notice: for routine health and safety inspections, maintenance, cleaning, pest control, and to conduct an inventory of college property.
- B. Without advanced notice: if there is a reasonable cause to believe that a violation of college or housing regulations is occurring, or, if there is an indication of imminent danger to life, health, safety, and/or property.

Clear violations of law and/or College policies will be noted and called to the attention of the proper authorities, including law enforcement when appropriate. Residential Life staff will address any potential policy violations through the established conduct process.

Reviewed Revised Review/Revised Reviewed/Revised

The College reserves the right to take action, including notification to law enforcement and/or action under the Code of Student Conduct, against a student(s) based on results of the room search.

- Residents may not opt out of a Health and Safety inspection, however if the resident would like to request, that they are present for the inspection, they may reach out to the housing staff and schedule a time for the inspection to occur within the communicated inspection period.
- When conducting a Health and Safety Inspection, staff will knock on the door, announce themselves, and proceed to key into the resident's space. Staff will make observations of the condition of the resident's space and document any concerns. Staff will not open drawers, appliances, etc., and will be focused on observing things in plain view.
- Respond to what employees consider a serious life and/or health-threatening emergency.
- Perform requested, preventive, prescheduled, and/or emergency maintenance.
- Assess for damages if a previous roommate or resident has vacated.
- When it is necessary for authorized College personnel or designee to search a student's room when an occupant is not present, two College personnel of the residential hall staff, must observe the search.
- If there is reason to believe that a student has violated College regulations, the Director of Residential Life or designee, after reviewing the circumstances, may authorize an inspection of the student's room.
- Police officers desiring to conduct a search of a student's room in the residence halls must be able to present the responsible Residence Hall Staff member with a search warrant authorizing their search before they proceed.
- All room entries made in a student's absence, other than routine inspection or maintenance work, are to be recorded in the office of Residential Life, indicating the room number, time, purpose, and persons entering the room.
- Silence a disruptive noise in the absence of occupants of the room.