

RESIDENCE HALL ROOM/SUITE/APARTMENT ENTRY POLICY

Lock Haven University is committed to the protection of students' right to privacy within the confines of their assigned residence hall rooms or campus apartments. This right to privacy is balanced by a responsibility to protect the health and safety of the University community. The University also has an obligation to protect its property, service functions, and educational mission from damage or disruption caused by violations of University regulations or criminal law. It is within this context that the following guidelines were established:

University staff members shall generally enter a residence hall room or university apartment within the following parameters:

- (a) Under conditions of serious threat to the safety or well-being of persons or property.
- (b) When behavior or activity occurring in a room is disruptive to other residents, and occupants of the room are not present or have not responded to requests to open the door.
- (c) To perform routine maintenance, complete repairs, or to conduct regular room/apartment inspections. Room inspections are generally for assessing compliance with fire safety regulations, damage, health conditions, maintenance needs, and cleanliness. Such inspections are generally announced at least twenty-four hours in advance. Residents need not be present during the room inspection.
- (d) During building emergencies such as fire alarms or actual fires, tornadoes or electrical or plumbing malfunctions.
- (e) When instructed to by an authorized police officer.
- (f) With the permission of an assigned resident.
- (g) Upon the issuance of an administrative search warrant.

Upon entering a room according to the aforementioned guidelines, staff members may confiscate and document items that constitute violations of law or University rules, regulations, and policies. These items must be in plain, unobstructed view of the staff member or be in their line of sight while handling a possible violation. Police personnel may also be called when appropriate. Confiscated items (e.g., cooking appliances, candles, etc.) not in violation of local, state, and federal laws may be returned to the owner when appropriate. University staff members will not routinely admit a third party to another person's assigned room or apartment without the consent of an occupant.

State and federal law governs the protocol for entry into and/or search of campus rooms when enforcing criminal statutes. Such entry is normally the responsibility of police personnel.

The issuance of an administrative search warrant is typically based on reasonable cause. Reasonable cause is less than certainty and more than mere suspicion that the search of a particular dwelling will disclose specific evidence. Absent exigent circumstances, administrative searches must have the advance approval of the President, or the Associate Provost for Student Affairs, or the Associate Dean of Student and Residence Life, or a designee. Once approval is received, persons entering a dwelling should announce themselves and their purpose. A lack of response from within the dwelling in a reasonable amount of time may justify the use of a master key to enter the premises. The search for evidence justifies intrusion only into the areas of the dwelling where such items may be found. Violations discovered during this administrative action will be subject to adjudication within the University judicial system.