POLICY ENFORCEMENT NOTICES

**Scope:** Residential Life

**Issued:** June 1, 2012

**Revised:** June 17, 2015

**Process Name:** Policy Enforcement Notices

**Process Owner:** Residence Life Coordinators

**Functional Areas Involved in Administering Process:**
- Residential Life and Education
- Housing

**Process Customers**
- Residents
- Residential Life and Education
- Housing

**Process Goals**
- To provide safe, attractive environments within the residence halls and apartments, free of fire and safety hazards (outdoor grills, bicycles, motorcycles, trash, decorations, flammable items)
- To enforce policies set forth in the Apartments Living on Campus Handbook focusing on when the owner of the property is unknown

**Information Used in Developing Process Goals**
- Living on Campus Handbook
- Historical Information
- Fire code
- Student and staff feedback

**Process Map**
1. Student Staff, GRD, RLC and other Departmental staff (in addition to addressing regular policy violations), will pay particular attention to the following concerns:
   a. Outdoor grills stored on a balcony
   b. Bicycles parked or locked on stairwells, railings, trees or anywhere else that is not a designated bicycle rack.
   c. Trash placed anywhere but in designated dumpsters
   d. Decorations outside of rooms/apartments that are in violation of policy or those that present a safety risk
   e. Decorations between blinds and windows or those decorations in apartments that are deemed inappropriate and can be seen from the exterior of the building
   f. Motorcycles or scooters not parked in legal parking spaces
   g. Flammable items such as gas canisters, lighter fluid, or charcoal for outdoor grills
   h. Recycle Bins left out on balcony

2. Staff will identify a policy violation as defined in #1 and will attempt (via phone, email, meeting in person) to locate the responsible resident to speak with him/her about the violation.

3. If the staff member cannot locate resident responsible for the violation (with the exception of #1f or #1g), he/she will place the appropriate notice on the violation and record such action on the Policy Enforcement Log. Exceptions:
   a. Motorcycle or scooter violations require a call to LSU-PD and/or Parking.
   b. Flammable items will be immediately documented and handled through Student Conduct Process.
   c. For decoration violations within resident rooms, a notice should be left on that resident’s bedroom door.

4. Resident(s) have 24 hours to correct the violation.

5. After 24 hours, the staff member returns to the area. If the item is not removed (or there is an indication that the policy tag was acknowledged (i.e. missing from item)) the staff member writes an IR & the RLC sends to Residential Life Student Conduct for failure to comply.

6. RLCs will take the following action if the violation is not remedied within the 24-hour timeframe:
   a. Outdoor Grills with known owner: Send IR to conduct
   b. Outdoor grills with no known owner: Grill should be removed by staff and stored in a secure location. If not claimed within 30 days item will be disposed.
   c. Bicycles not attached to Residential Life property: Parking should be contacted and removal of the bicycle requested
   d. Bicycles attached to Residential Life property (ADA ramps, stairwells, pipes, etc.): work order should be placed in Maximo. When removed, the bicycle will be delivered to Parking.
e. Trash/Recycle Bins: Send IR to conduct
f. Decorations: Send IR to conduct

7. A specific log for all tagged items and violations should be kept with RA on-call sheet for RLC/GRD to review daily.