I. Policy

Process Name: Room/Apartment Entry by Staff

Process Owners: Residential Life and Education

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

Process Customers
- Residential Life and Education

Process Goals
- To provide guidelines for room/apartment entry by staff
- To provide a system of communication to inform a resident that his/her room has been entered and to explain reason for entry

Information Used in Developing Process Goals
- Living on Campus Handbook
- Emergency Management Manual
- Historical Information

Process Map
1. Staff member identifies that one or more of the following circumstances exists and there is a need to enter a resident room/apartment:
   a. Immediate threat, or reason to believe there is a threat, to the health and safety of residents or property
b. When it is necessary to preserve campus order, security, or discipline

c. During fire drills, alarms, or severe weather evacuations

d. To shut off unattended loud stereos, radios, persistently ringing alarm
clocks or telephones, or other noise-producing devices, after
attempting to contact resident(s)

e. To open doors for suite-style bath lockouts

f. To conduct semester health and safety inspections


g. To conduct quarterly pest control treatments

h. To conduct end of semester room inspections

i. To conduct room inspections after a resident moves out of a space

j. Need to execute a search warrant issued by a University official
pursuant to the LSU Code of Student Conduct

2. Staff member attempts to contact the resident(s) via telephone and/or by
knocking on room/apartment door to resolve concern, if applicable

3. If resident(s) cannot be contacted, staff member contacts area’s RLC or RLC
On-Call to get permission to enter room. RLC may grant access to the room.

4. Staff member (after permission to enter has been granted) locates another staff
member to serve as a witness to room/apartment entry.

5. Staff member obtains key(s)/access card and signs out according to
established procedure

6. Staff member obtains a copy of the Notice of Entry form to complete while
entering room/apartment. Completed Notice of Entry form are to be left in
room/apartment except for the following circumstances:
   a. Warrant (LSU-PD leaves notification)
   b. Fire Drills

7. Both staff members gain access to room/apartment (after knocking several
times on door) with key

8. Staff member addresses concern

9. Staff member completes Notice of Entry form and leaves yellow copy for
resident(s).

10. Staff member locks room/apartment door

11. Staff member returns key to proper key cabinet

12. Staff member leaves white copy of Notice of Entry form for that area’s RLC
Staff member completes an Incident Report (if appropriate) detailing the circumstances of entry and/or policy violations