Scope: Residential Life

Issued: June 1, 2012

Revised: June 16, 2020

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 complete maintenance or facility work order issues and preventative maintenance
i. To conduct end of semester room inspections
j. To conduct room inspections after a resident moves out of a space
k. 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 the area’s Residence Coordinator (RC) or RC On-Call to get permission to enter room. The RC will then contact the community’s Assistant/Associate Director or the AD On-Call to obtain permission to key into a student space.

4. Staff member (after permission to enter has been granted from the Assistant/Associate Director and downward from the RC) locates another staff member to serve as a witness to room/apartment entry.
   a. Whenever entering a student staff room, the preference is that either a RC or GRC is the individual keying into the space. Only in specific circumstances would an RA be permitted to enter a room without a GRC or RC present (e.g. Fire Drills, Health & Safety Inspections, Check-In/Out Room Inspections). In the event that a key-in is necessary to resolve a student issue as outlined above in #1, it is required to be a graduate or professional staff member keying into the space.

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 and announcing themselves as Residential Life & Education staff members) 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 RC.

13. Staff member completes an Incident Report detailing the circumstances of entry and/or policy violations.