



---

**Policy Number and Title:** SL.4.05 Authorized Room Entry and Search

---

<b>Division</b>	Student Life
<b>Policy Section:</b>	SL.4 (Student Conduct)
<b>Applicable to:</b>	Students, staff, faculty, guests
<b>Effective:</b>	President's Cabinet (March 1, 2023)
<b>Most Recent Revision:</b>	President's Cabinet (March 1, 2023)
<b>Contact:</b>	Director for Housing and Residence Life, Housing Coordinator

### Statement of Policy

This policy establishes the rights retained by the university to enter a residence hall room, confiscate items, and the basis necessary to authorize and perform searches of a room.

### Rationale

It is necessary at times for authorized individuals to enter rooms, search rooms, and confiscate items for health, safety, and compliance. This policy outlines when and where such events can occur.

There are different reasons to enter a room and/or conduct a search:

#### 1. Room inspections and general well-being checks

- Authorized personnel to enter: Resident assistants, Resident Directors, Director of Housing and Residence life.*
- If authorized personnel have substantial reasons to be concerned for a **resident's safety, health or well-being**, those personnel have the right to enter without the consent of the occupants (must knock before entering). Authorized staff may only check items in plain sight and may not search personal belongings. During regular room inspections, at least one resident of the room must be present.

#### 2. Maintenance work

- Authorized personnel to enter: Facilities Manager, Maintenance staff. Non-LCC maintenance staff must be accompanied by LCC employees authorized to enter.*
- Maintenance staff must knock on the door prior to entering and receive permission to enter if there are residents in the room. In some circumstances, residents may be required to move possessions to allow complete access to the work area.
- In the case of facilities emergencies, the University reserves the right to enter and inspect student rooms without permission or consent of the room occupant(s).
- The planned maintenance work must be completed at a reasonable time during regular work hours, after 11:00.

#### 3. Suspected violations of LCC policies

- Authorized personnel to enter: Resident assistants, Resident Directors, Director of Housing and Residence life, ARGUS security staff. ARGUS staff must be accompanied by an LCC authorized employee. Authorized personnel to search: Resident Directors, Director of Housing and Residence life, ARGUS security staff. ARGUS staff must be accompanied by an LCC authorized employee.*
- The University reserves the right to enter residence hall rooms without the consent or presence of the occupant if there is a **reasonable suspicion that there is an active or ongoing violation of LCC policy**.
- The University officials conducting administrative room inspections may conduct a visual inspection of the room and search of items in common areas. University officials authorized to search may engage in a more extensive search if there is reasonable suspicion that the room is being used for purposes in violation of university policy.
- The university retains the right to search any university property in **common areas** with the presence of only one resident (but not necessarily any of the resident(s) of suspicion). These items include shared cabinet spaces in the common area of room shelves, the toilet area, shower room, refrigerator, and above any ceiling tiles.
- If searches are conducted of **personal belongings** including drawers, clothes, backpacks, boxes, bed sheets, blankets, etc., the owner of the belongings must be present.

- f. Items discovered during a room search that violate university policy or present a threat to the health and safety of the university community may be disposed of or confiscated.
- g. If a resident refuses to comply with a search, it will be assumed that they are responsible for the policy violation that the search would show, and disciplinary actions will be pursued.
- h. Areas not in a residential area but that are on LCC property, including cars in an LCC parking lot, can be subject to searches with the owner present if there is strong suspicion that the vehicle is being used to violate LCC policies, or hide evidence of policy violations.

#### 4. Suspected violations of Laws of Lithuania

- a. *Personnel authorized to enter: Resident assistants, Resident Directors, Director of Housing and Residence life, ARGUS, and police. ARGUS personnel and police must be accompanied by an LCC authorized employee. Personnel authorized to search: Resident Directors, Director of Housing and Residence Life, ARGUS security staff and police. ARGUS personnel and police must be accompanied by an LCC authorized employee.*
- b. If there is enough reason to believe that there is illegal activity (drug use, drug dealing, weapons, etc.) in a room, **police must be called at all times.**
- c. Except for items seen in plain sight, a resident must be present in order to conduct searches of personal belongings including clothes, backpacks, boxes, bedsheets, blankets.
- d. Items discovered during a room search that violate Lithuanian laws will be confiscated by police.
- e. If a resident refuses to comply with a search, it will be assumed that they are responsible for the policy violation that the search would show, and disciplinary actions will be pursued.