Room and Apartment Entry By Residence Life Staff

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Purpose:

   To provide guidelines to assist Resident Assistants (RAs), Conference Assistants, Graduate Assistants and full-time staff members (Residence Life Coordinators, the Assistant Director of Residence Life, Senior Residence Life Manager, and Director of Residence Life) on entering student rooms and apartments.

Scope:

   This policy applies to Resident Assistants (RAs), Conference Assistants, Graduate Assistants and full-time staff members (Residence Life Coordinators, the Assistant Director of Residence Life, Senior Residence Life Manager, and Director of Residence Life; hereon mentioned only as "staff members") when entering student room(s)/apartment(s) in all Columbus State University Residence Life facilities.

Policy/Process:

1. The Department of Residence Life at Columbus State University has established guidelines that must be followed by all staff members when entering into a student room/apartment.

2. Staff members may only enter into a student room/apartment if they are accompanied by another staff member.

3. Staff members may only enter into a student room/apartment without the presence of one of the above listed staff members if they are accompanied by law enforcement or by EMS.

4. Staff members may only enter into a student room/apartment only if they have just cause(s) to do so. Those just causes include one or more of the below circumstances:

    a. There is an immediate threat, or the staff member believes there is a threat, to the health and safety of the student or to the property;
    b. During fire drills, alarms, or severe weather evacuations;
    c. To open bedrooms doors in suite style apartments;
    d. To conduct health and safety inspections;
    e. Assisting in maintenance concerns.

5. Before entering into a student space, staff members must attempt to contact the resident(s) via a university telephone or by knocking on the room/apartment door.

6. Staff members must properly check out the needed key/scan card to gain access to the student room/apartment.

7. Before entering into a resident(s) room/apartment, staff members must follow the below process:

    a. Step 1: Physically knock on the room/apartment door at least two (2) times and announce yourself as a Residence Life Staff Member;
        i. *Example: "Residence Life"*

    b. Step 2: Repeat Step 1 by physically knocking on the room/apartment door at least two (2) times and announce yourself as a Residence Life Staff Member;

    c. Step 3: Physically knock on the room/apartment door at least two (2) times and announce yourself as a Residence Life Staff Member and that you will be keying into the room;
        i. *Example: "Residence Life. Keying In!"*

    d. Step 4: Enter into the room/apartment by utilizing the key/scan card obtained through the community designated key box, crack the door open and attempt to make verbal contact with a student in the room.
        i. *Continue announcing yourself as a Residence Life Staff Member until you have verified that there is no one in the apartment.*

8. Once the staff members enter the room/apartment, they must address the concern/issue as quickly and calmly as possible.

9. Upon leaving the room/apartment, staff members must lock all room/apartment doors.

10. Staff members then must immediately return the checked out key/scan card to the community designated key box.

11. Any time a staff member enters into a student room/apartment, they must report their interaction(s) through the appropriate reporting log. This report must reflect the reason(s) why the staff member(s) entered the room/apartment and everything that happened while in the room/apartment.
    a. Appropriate reporting logs include:
        i. Duty Log;
        ii. Lockout Log;
        iii. Incident Reporting/Maxient Reporting system.

Exception to the Policy/Process

1. The only reasons a staff member may enter into a student room/apartment without the presence of another staff member are:

    a. To open bedroom doors in a suite style apartment;
        iv. *Lockouts do not require a written incident report*
    b. To conduct end of semester/year room inspections;
    c. To conduct a room inspection after a resident moves their belongings out of their assigned space.