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**ROOM/APARTMENT ENTRY BY STAFF**

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**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.