



Campus Safety Search & Seizure Policy

I. SCOPE OF POLICY

- A. Both Federal and the state constitution provide every individual with the right to be free from unreasonable searches and seizures. The University of La Verne maintains a Campus Safety Department of professional non-sworn campus safety officers. At times, campus safety officers are called to conduct searches of residences (dorm rooms), as prescribed by existing university policies (Housing policy under Health and Safety and the Student Housing License Agreement). This policy serves as a guide for campus safety officers to assist with the scope and depth of searches and seizures of evidence or prohibited items.

II. POLICY STATEMENT

- A. Campus Safety Officers are authorized by the University of La Verne to conduct searches and seizures of evidence and prohibited items. Searches and seizures conducted by Campus Safety Officers shall only be performed when probable cause exists. Searches and seizures will be conducted in a professional and least intrusive manner, weighing all of the facts given in each situation. Thorough and complete documentation shall be prepared by the Campus Safety Officer conducting a search or seizure of evidence and/or prohibited item (s).

III. POLICY STANDARDS AND PROCEDURES

A. POLICY STANDARDS

1. This policy is provided as a basic guideline for campus safety personnel conducting searches and seizures of evidence and/or prohibited items. It should be used as a guide for decision-making before the fact and as a standard for using sound professional judgment of any search or seizure activity taken.
2. Seizures of evidence and/or prohibited items shall be used when such evidence or prohibited items are in plain view and, Campus Safety was authorized to be at the location where the evidence or prohibited item(s) were observed. A full report of all of the circumstances shall be prepared by the handling officer along with identifying information of any other officer or witness present. In addition, photographs and a description of the items seized will be documented in the report.
3. Searches by Campus Safety Officers shall be conducted when probable cause exists. Campus Safety shall only conduct a search of a premises for evidence and/or prohibited items when the person (s) of interest and/or the authorized tenant of the dwelling to be searched is present.
4. In instances when the authorized tenant is not present, the Resident Assistant shall contact the authorized tenant and request they return to be present for the search within a reasonable time period (no more than 15 minutes). If the authorized tenant is unable to return within a reasonable time period, Campus Safety officers should advise housing staff they will return to their regular duties and request housing re-contact campus safety when the authorized tenant arrives to assist with the search.
5. Searches will be limited in scope to specific evidence and/or prohibited item (s), based on the existing probable cause. Personal property belonging to the person of interest and/or the authorized tenant should not be searched

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unless the campus safety officer asks for consent based on articulable facts, and only if the owner of the personal property submits to the search. Documentation of the articulable facts will be required under these circumstances. Otherwise, searches are limited to specific university property such as opening and inspecting the inside of mounted cabinets, desk drawers, trash cans, and visual observations of open areas within the person of interest, authorized tenant (s), living and common areas. Under no circumstances are campus safety officers to perform physical searches of a person (pat-down, frisks etc.).

6. Prohibited items such as alcoholic beverages shall be photographed, and its contents poured down a sink or toilet bowl prior to the bottle or container being disposed of in a secured garbage receptacle.
7. Evidence such as a personal quantity of marijuana (up to one ounce), shall be photographed in its container (s), packaging, or paraphernalia device prior to disposal. Larger quantities (more than an ounce) of marijuana should not to be disposed of by campus safety personnel. The La Verne Police Department (LVPD) should be contacted and the marijuana or other drugs turned over for appropriate disposal (an LVPD incident/call number shall be obtained when evidence is turned over and included in the report). Paraphernalia seized or recovered during a search that is being used for marijuana or other drugs use shall be disposed of appropriately.
8. Other prohibited items such as unauthorized cutting tools, replica weapons etc. shall be transported to the Director of Residence Life, Eugene Shang, office at Oaks bottom B. After regular business hours or on weekends, the procedure shall be accessing Director Shang's office and securing/leaving the

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item (s) on his desk with a note indicating the property owner's information.

Section:	Campus Safety, Security, and Transportation
Policy Name:	Campus Safety Search and Seizure
Policy Number:	
Policy Owner:	Director Campus Safety
Responsible University Office: Campus s	Campus Safety
Origination Date:	
Revisions:	
Review Schedule:	
Last Reviewed:	
Authority:	