

PRIVACY, SEARCH, AND ENTRY POLICY – STUDENTS AND PERSONNEL



INFORMATION

BOARD POLICY CODE	J.24
ISSUE DATE	08.10.2026
RESCIND DATE	06.13.2016

The College is committed to protecting the privacy rights of students and employees while also ensuring a safe, healthy, and well-maintained campus environment. This policy outlines the circumstances under which College officials and law enforcement may enter or search College-owned or College-controlled facilities.

SCOPE

This policy applies to all College-owned or -controlled property, including but not limited to student housing, classrooms, laboratories, offices, and other campus facilities.

LAW ENFORCEMENT

Campus law enforcement officers will always operate in accordance with the Fourth Amendment of the United States Constitution. Students and employees retain their constitutional rights against unreasonable searches and seizures when law enforcement officials are involved. Searches of personal property by law enforcement may only occur with consent, a lawful search warrant, or other circumstances recognized by law.

COLLEGE ADMINISTRATION

College administrators, housing staff, supervisors, and other authorized officials may, when necessary, enter College-owned or -controlled spaces. Such entry may occur when it is determined to be in the best interest of the College or its community, including but not limited to:

- Health and safety concerns
- Maintenance and repairs
- Fire hazards or mechanical malfunctions
- Energy conservation and facility management
- Suspected violations of College policy
- Emergencies affecting the welfare of the student(s), employee(s), or College community

Whenever reasonably possible, entry will be made with the occupant present. Except in emergency or urgent circumstances, College facilities assigned to individuals (such as residence hall rooms or private offices) will not be entered without prior notice if no occupants are present.

BALANCE OF RIGHTS AND RESPONSIBILITIES

While the College respects individual privacy, it also holds responsibility for ensuring the safety, welfare, and proper functioning of the institution. This policy seeks to balance individual rights with the College's obligation to provide a secure and well-maintained campus environment.

LEGAL SAFEGUARD

Nothing in this policy shall be interpreted to diminish the constitutional rights of students or employees or to authorize College officials to act in a manner inconsistent with applicable state or federal law.