



**Category**

**3-29 Student Locker Use Policy**

**Approval**

LC Approved: 11/2/23
Effective Date Approved: 3/31/14
Revised: 11/2/23
Responsible Party: Safety and Security Director

**Policy Statement**

Lockers assigned to pupils are the property of WSU Tech. At no time does WSU Tech relinquish its control of its lockers. WSU Tech reserves the right to control all locker assignments and access to all lockers or locks. Students are prohibited from placing locks on any locker unless previously assigned or authorized.

**Use of Lockers**

The college assigns lockers to its students for convenience and temporary use. Each of those individuals are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, electronic devices, bags etc. Lockers shall not be used for any other purpose, unless specifically authorized by the President or his/her designee, in advance. Tenants of those lockers are solely responsible for the contents therein and should not share their lockers with other individuals, nor grant access to other people.

**Search of Lockers**

Random searches of College lockers and their contents have a positive impact on deterring violations of college policies, ensure proper maintenance and operation of college property, and provide greater safety and security for its population. Accordingly, the College President or his/her designee may permit the search of lockers and their contents at any time, without notice, and without consent.

WSU Tech is not obligated to, but may request the assistance of a law enforcement officer in conducting a locker search depending on the circumstances. Regardless who conducts the search, a member of the Safety and Security Team shall oversee the search and inventory the contents to ensure the items’ integrity. In the course of a locker search, the employee conducting the search shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against college policy or procedures.

**Seizure**

When conducting locker searches, WSU Tech may seize any illegal or unauthorized items, items in violation of policy, or any other items reasonably determined to be a potential threat to the safety or security of others. Such items include, but are not limited

to the following: firearms, ammunition, explosives, dangerous weapons, flammable material, toxins, acids, illegal and/or controlled substances (drugs) or other intoxicants (alcohol), poisons, and stolen property.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that WSU Tech is required by law to report to law enforcement agencies. Any items seized shall be removed from the locker, documented and held by college for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The college retains the right to designate what is or could be described as a health or safety hazard.

### **Locker Assignment**

The assignment of lockers will be managed by the WSU Tech program instructors at the National Center for Aviation Training (NCAT). A block of locker numbers will be designated for each instructor based upon the location of their classes and the number of students. Once a locker is assigned by the instructor to a student it will remain assigned to them until the end of that semester, or the end of their program class whichever comes first. For short term programs (10 - 12 weeks) this assignment will last until the student has finished their last class. If a student were to leave NCAT then return, the locker will be cleared and reassigned and they will receive a new assigned locker once they return.

### **Locker Security**

All padlocks for the lockers will be provided by and will remain the property of WSU Tech. The padlocks will be switched from locker to locker on a rotation basis prior to a new student assignment. This will be done in an effort to keep the same padlock and or locker from being assigned to two different students.

### **Locker close-out**

At the end of each semester and or upon a student's class completion at WSU Tech each locker will be fully cleaned out within one week of this completion. Any articles left in the locker past this time will be discarded, or if applicable returned to the program from which the student attended. This final disposition of items will be left up to the decision of the program Instructor or the Dean of the related program.

### **Policy Owner – Position Title**

Safety and Security Director