



Category	
POLICY: 7-24 Search and Seizure on Campus Policy	
Approval	
LT Approved: 8/24/12	
Effective Date: 08/27/12	
Revised: 5/1/12	
Responsible Party: Director , Safety & Security	

Policy Statement

Any person(s) on WSU Tech’s property has exclusive control over his/her belongings regardless if they are in or on a desk area, work station, or other similar assigned areas on college property. When an employee has **reasonable suspicion** that a student or staff member is involved in, has been involved in or will be involved in illegal, illicit, or dangerous behavior, a Security/Law Enforcement Officer, Dean, Director or higher has the authority to conduct a search with consent from the suspected offender, and confiscate items considered illegal, illicit, or dangerous. When **probable cause** exists that a student or staff member is involved in, has been involved in or will be involved in illegal, illicit, or dangerous behavior, a Security/Law Enforcement Officer, Dean, Director or higher has the authority to conduct a search and confiscate items considered illegal, illicit, dangerous.

Implemental Procedures:

1. Only the Program Administrator, or designee, shall be responsible for determining whether or not a search shall be conducted, except when such a search is required by a search warrant.
2. When possible and if prudent, an attempt shall be made both to notify and allow the suspected offender to be present during the search of any space or property assigned to them.
4. Whether the suspected offender is present or not, a second staff member shall be present at the time of the search.
5. A search may include both the defined spaces and any and all items contained therein.
6. Routine inspections of desks, work areas, and similar assigned areas may be held either upon advance notice by the Program Administrator or in accordance with previously announced classroom procedures by individual instructors.

7. The seizure or confiscation of items located in a student's locker, desk, work station, or similar assigned area shall be accomplished in this manner:
 - a. The Security or the Program Administrator shall prepare a summary report identifying the item(s) seized. The report should also include the facts upon which a suspicion rests, location, reason for seizure, time, persons present during confiscation, and the disposition of items(s).
 - b. A copy of the summary report may be given to the suspected offender upon their request.
 - c. A "receipt" of items seized may be given to the suspected offender upon their request.
8. Those items considered being illegal, disruptive, or a general nuisance to the educational process may be seized by the appropriate staff. Storage, return, or destruction of such items shall be at the discretion of the Manager of Safety and Security, subject only to the items legal impoundment.
9. Repossession of school property shall not be considered seizure.
10. Those students who are permitted to park on school property are allowed that privilege, which is not considered to be a student right.
11. The school retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles or other motor vehicles on school property. The interiors of vehicles on school property may be inspected (but not entered) whenever an authorized school official has a reasonable suspicion to believe that illegal, unauthorized, or disruptive materials are contained inside and only after it has been approved by a Security/Law Enforcement Officer, Dean, Director or higher. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant. Entry of vehicles, absent exigent circumstances, will not be made prior to contacting and the arrival of law enforcement authorities.