

## HOUSING AND UNIVERSITY POLICE

**Section:** Safety and Security

**Policy:** All staff members are expected to cooperate with University of Georgia Police Department (UGAPD).

**Purpose:** This policy provides guidelines for University Housing personnel when working with UGAPD.

**Scope:** This policy applies to all University Housing staff and residents.

**Background:** The following memo was originally distributed in November 1990 to clarify some issues regarding the University Housing's relationship with UGAPD.

**Procedure:** The following memo was originally distributed so staff in July 2015.

### MEMORANDUM

TO: University Housing Staff Members

FROM: Gerard J. Kowalski, Executive Director of University Housing

DATE: July 15, 2015

SUBJECT: Expectations regarding University Housing's relationship with the UGA Police Department

This memo is intended to assist our two departments in continuing our positive working relationships as well as to make clear roles and responsibilities of staff when working with one another. The UGA Police Department's mission to provide law enforcement and emergency assistance to the campus community is closely aligned with our objective of providing safe and secure residential communities. Each member of our staff can play a key role in the mutual understanding between the two departments. Staff from both departments have roles that can be very difficult and thankless to perform. Working together can lessen that difficulty and create a feeling of shared appreciation for a job well done. Below are some guidelines for University Housing staff to keep in mind when working with the UGAPD:

### ACCESS TO BUILDINGS

UGAPD is welcome in campus residences at any time. Their presence should be encouraged and welcomed by our staff. They may inform us about the reason for their visit, but they are not required to do so. Our buildings are campus buildings, and the police are free to enter public and non-student room (or apartment) areas to conduct business, familiarize themselves with the facilities, or to make their presence known as an important part of the University staff concerned with safety and security. Staff may offer to accompany officers, but it is not required.

Ideally, police officers, University Housing staff and residents should develop a comfortable feeling about seeing one another around campus, in the halls and around the apartments. Both housing and UGAPD staff are here to help students achieve their academic goals. University Housing staff, particularly the live-in staff members, are positioned to play a facilitating role in this area by reaching out to both police and students, thereby becoming a bridge to better understanding.

## ENTRY TO STUDENT ROOMS AND APARTMENTS

Staff members and police officers are limited in the circumstances by which they can enter student rooms and apartments. University Housing and UGAPD staff should not enter student rooms or apartments under circumstances other than those outlined below as such an entry could be a violation of student rights.

University Housing staff and UGAPD may enter when:

- " The room or apartment is vacant.
- " Police are in possession of a search warrant valid for those premises.
- " Invited or permitted to enter by the resident(s) [for housing staff, this includes maintenance work requested by a resident].
- " Ample prior warning has been given of inspections for custodial, maintenance or safety reasons.
- " There is an emergency where housing staff have reason to believe entry may be necessary for life safety reasons (e.g., smoke coming from under a door or residents not responding even with loud music playing). For police, when there is an emergency where the officer has reason to believe entry may be necessary for life safety reasons to prevent the destruction of contraband evidence (e.g., drugs), or other strictly defined situations where a police officer can decide to enter without permission or a search warrant.

It is important to note police officers have the right to exercise judgment in this area following strict guidelines set forth for their use and the protection of individual rights. Staff members should defer to the judgment of police officers in police matters. If there are questions about the proper action of officers, they can be raised by residents and/or staff after the fact.

I fully recognize despite our best efforts to have a positive working relationship between our two departments, mistakes may be made and problems may arise. We will be able to handle them in stride if we take the time to get to know each other as persons and professionals dedicated to a high quality of campus life at UGA.

Should you have comments or questions about this memorandum, please direct them to me. Please share these guidelines with other staff members who may need them.

cc: Dr. Victor Wilson, Vice President for Student Affairs  
Mr. Jimmy Williamson, UGA Police Chief

Reviewed: May 14, 2020  
Revised April, 2016