



POLICY AND PROCEDURE

TITLE:	Student Locker Policy
---------------	------------------------------

POLICY STATEMENT:

All lockers made available for student use on the University's premises are the sole property of University of Bridgeport (UB). Lockers are made available for student use on a first-come, first-served basis in storing supplies and personal items necessary for use at the University.

PROCEDURE DETAILS:

Locker Rules

1. Locks: Students will be provided with locks by the respective department/program at the time the locker is assigned, and the student signs a locker agreement. All other locks are not permitted and will be removed by University officials after a reasonable attempt to contact students to do it themselves. Locker assignments and lock combinations will be used by the Institution to maintain control and safety standards. All locker assignments and locker combinations will be maintained by the specific department or program representative. All locks will need to be removed at the end of each term unless otherwise specified by the department or program. If not removed by students, the locks will be cut off, disposed of, and the contents of the locker will become the property of the University.

2. Use of Lockers: Lockers are used to store supplies and personal items necessary for use at the University. Lockers shall not be used to store items which cause, or can reasonably be assumed to cause, an interference with university purposes, any functions which are forbidden by university policies, or other items in violation of State of Connecticut or Federal law. Students are expected to keep their lockers in a clean and orderly manner.

3. Search of Lockers: UB retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of #2 of this policy. All inspections of student lockers shall be conducted by the Department of Campus Security with the appropriate college dean, and/or program director of designee, present.

4. Inspection of Individual Student Lockers: The inspection of a particular student's locker will not be conducted unless the appropriate college dean or campus security has a reasonable suspicion that the locker to be inspected contains items which will cause, or can reasonably be foreseen to cause, an interference with University purposes, educational functions or which are forbidden by State law, University rules, or which pose an imminent and serious threat to the health and safety of others and necessitating the general search of part or all of the lockers, as set forth in #5 of this policy.

Before a particular student's locker is inspected, the student, if present on University premises and if practical, shall be contacted and given the opportunity to be present during the inspection. An exception to this process would be circumstances requiring the inspection be conducted without delay to protect the health and safety of others on University premises. Whenever an individual student's locker has been inspected under this rule without the student present, either campus security or the appropriate college dean shall notify the student of such inspection as soon as practicable after it has occurred.

5. Inspection of all Lockers: An inspection of all lockers in the institution, or all lockers in a particular area of the University, may be conducted if the appropriate college dean and/or the executive director of security reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

- (1) an interference with university purposes or an educational function.
- (2) a physical injury or illness to any person.
- (3) damage to personal or university property.

(4) a violation of state law or University rules.

Examples of circumstances justifying a general inspection of lockers include, but are not limited to, moments when:

- (1) the institution has received a bomb threat.
- (2) evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use campus-wide.
- (3) there is a reasonable belief that weapons are stored in lockers.

If a general inspection of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. Student Material: When conducting an inspection pursuant to the specifics of rule #5, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition to written material, the inspection will be kept to the minimum level necessary to determine that such material is not contraband or being used to conceal contraband.

7. Disposal of Confiscated Contraband: All contraband confiscated from lockers may be disposed of by the dean, dean of students, and/or the director of executive director of security as appropriate, including:

- (1) returning it to the proper owner or place, unless it poses a threat to health or safety.
- (2) using it as evidence in a student disciplinary proceeding if possession of the contraband constitutes a ground for suspension or expulsion.
- (3) delivering it to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime.
- (4) destruction.

8. Involvement of Law Enforcement Officials: The executive director of campus security may request the assistance of law enforcement officials to assist campus security in inspecting lockers or their contents for purposes of enforcing university policies only if such assistance is required:

- (1) to identify substances which may be found in the lockers.
- (2) to protect the health and safety of persons or property, as in aiding in the discovery and disarming of bombs which may be in the lockers.

The executive director of campus security may cause a locker inspection to be performed for university purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker (or lockers) contains contraband.

9. University Responsibility: UB is not responsible for retaining, replacing, or otherwise managing any lost, stolen, or damaged items contained in any locker.

10. Publication of Rules: Copies of the UB Student Locker Policy are on file in the offices of the assistant vice president for facilities, the college deans, the dean of students, and the office of campus security.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

DEFINITIONS: NA

EXCLUSIONS: NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Executive Director of Campus Security
Dean of College of Health Sciences
Dean of Students
Assistant Director of Facilities

HISTORY

Created June 2024

EFFECTIVE DATE: January 2025

RESPONSIBLE OFFICE (ONLY ONE): Campus Security Department

REVIEW DATE:

APPENDIX:

Appendix A – Student Locker Policy Agreement

LOCKER #: _____
BUILDING LOCATION: _____

UNIVERSITY OF BRIDGEPORT STUDENT LOCKER POLICY AGREEMENT

Lockers are the property of UB and UB reserves the right to remove the lock and contents of the locker at the conclusion of the locker assignment period or when a student leaves the university, for abuse of locker privileges, for failure to adhere to the university's policies and procedures and regulations, or at any time for cause as determined by UB.

In order to obtain a locker, students must provide a valid UB Student Identification Card and agree to the following terms:

1. All padlocks for the lockers will be provided by and will remain the property of UB. Padlocks will be rotated from locker to locker prior to new student assignments.
2. All perishable items and all opened or repackaged nonperishable food and beverages must be removed from lockers daily.
3. Locker assignments are valid during the academic year. At the conclusion of the locker assignment period (or when a student leaves the university, if earlier) all materials must be cleared from the lockers. Lockers must be emptied at the end of each semester, or as otherwise determined by a specific department or program. All contents left in lockers after the specified time will be removed and disposed of by UB.
4. Lockers are only accessible during building hours and will not be available during any breaks, holidays, or closures.
5. Storage of any items that are of illegal nature or would cause or be likely to cause a health hazard, security risk, physical danger or a nuisance to the environment or other members of the UB community is strictly prohibited. This includes, but is not limited to, firearms, ammunition, bombs or explosives, dangerous weapons, flammable materials, toxins, acids, illegal and/or controlled substances (drugs) or drug paraphernalia, or other intoxicants (alcohol) and poisons, or any other material forbidden by university policies or state or federal law.
6. Lockers are not transferable. All users agree to only occupy the locker assigned.
7. UB is not responsible for any lost, damaged, or stolen items from lockers.
8. Failure to comply with the student locker policy may result in loss of locker privileges and/or disciplinary action in accordance with the UB Student Code of Conduct, and/or civil or criminal penalties.

I understand and agree to the above terms.

Print Student Name: _____

Student Signature: _____ Date: _____

UB ID: _____

Student Email: _____

Student Cell: _____