

APPENDIX A

Request Form

Administrative Residence Hall Search Authorization

Room/Building to be searched: _____

Item(s) sought: _____

Reasonable cause for search:

- Report of weapon
- Report of stolen property
- Report of illegal drugs
- Other: _____

Utica College staff member requesting search: _____

Date of request: _____ Time of request: _____ am / pm

Search sought: with student(s) present (if possible), or
 without student(s) present

Student occupant(s) of room: _____

Search Approval:

Search authorized by: _____

(If by telephone, person verifying the above person's phone approval):

Date of approval: _____ Time of approval: _____ am / pm

Note: Must be approved by Vice President for Student Affairs or Associate Dean of Students. If they cannot be reached, may be approved by Provost, Vice President of Financial Affairs, Senior Vice President, or President.

Distribution of completed form: student occupant(s) of room, Director of Campus Safety, Associate Dean of Students, Director of Residence Life, and person who authorized the search.