UNIVERSITY POLICY

SUBJECT:	ADMINISTRATION		TITLE:	LOCKER CONTROL & INSPECTION	
CATEGORY: Check One	Board of Trustees ☐	Presidential ☒	Functional ☐	School/Unit ☐	
Responsible Executive:	Senior Vice President for Administration		Responsible Office:	Public Safety	
CODING:	00-01-10-80:15	ADOPTED:	10/01/91	AMENDED:	03/15/10
				LAST REVIEWED:	09/26/11

I. PURPOSE

For the control and inspection of lockers assigned by the schools and units for the use of students, faculty, housestaff or staff members for a specific time period.

II. ACCOUNTABILITY

Under the direction of the President, the Senior Vice President for Administration shall ensure compliance with this policy. The Director of Public Safety in concert with President/CEOs of the Healthcare Units, Deans, Vice Presidents or designees shall implement this policy.

III. POLICY

A. Requirements:

1. Each school and unit will develop and implement locker assignment and control procedures and a locker assignment form as appropriate for their individual needs while maintaining consistency with the intent of this policy.

2. Schools and units shall assign lockers to students, faculty, housestaff or staff members for a predetermined time period.

3. The following provisions will govern the assignment and control of lockers:

a. The University makes every effort to protect personal property. However, UMDNJ assumes no responsibility for losses due to theft, or other reasons. Personal valuables should not be stored in lockers;

b. Flammable materials and dangerous chemicals shall not be stored in lockers. If in doubt about the safety of material or chemical being stored, the Department of Environmental and Occupational Health and Safety Services (EOHSS) should be contacted for guidance;

c. The University reserves the right to open and inspect lockers and/or to remove contents when occupied by an unauthorized student, faculty, housestaff or staff member;

d. Locks that are left in place after the expiration of the locker use period, may be removed by the locksmith or other University designee at the request of the respective President/CEO, Dean, Vice President or designee;

e. School/unit locker assignment forms shall be available for inspection, if requested, by the Public Safety Department.

4. The following provisions will govern the opening and inspection of assigned lockers:

a. The University reserves the right to request the user of a locker to open the locker for inspection,

b. A "Locker Opening/Inspection" form (EXHIBIT) shall be prepared by the requester, indicating the reason for inspection. The form shall be approved by the respective President/CEO, Dean, Vice President or designee, the Director of Public Safety or the highest ranking officer on duty;

c. The individual user of the locker will be notified and advised to be present. The requester and a Public Safety Officer must also be present during this inspection.

d. If the contents are removed, they will be inventoried and listed on the "Locker Opening/Inspection" form and safeguarded by the respective President/CEO, Dean, Vice President or designee.

e. A copy of the completed form shall be retained by the President/CEO, Dean, Vice President or designees, and the Public Safety Department;

f. If the user refuses to allow inspection, or cannot be located, the Director of Public Safety or designee will take appropriate action to search the locker.

g. In case of an emergency which threatens the life, health or property of UMDNJ, its students, faculty, staff members, patients or visitors, the Director of Public Safety or designee shall direct that a locker be inspected without prior permission.

B. Responsibilities:

1. The President/CEOs, Deans, Vice Presidents or designees are responsible for:

a. assigning lockers to users for a specific period of time, completing a "Locker Assignment" form and having it available for inspection if requested by the Public Safety Department;

b. ensuring that students, faculty, housestaff and staff members are aware of this policy together with any department specific regulations pertaining to locker assignments, and that they accept the conditions of this policy;

c. reviewing and approving "Locker Opening/Inspection" form and ensuring that the requester witnesses locker inspections; and

d. safeguarding locker contents once removed.

2. The Director of Public Safety is responsible for:

a. ensuring the proper and authorized use, control and inspection of University lockers, through the monitoring of "Locker Opening/Inspection" forms;

b. following proper legal requirements to search a locker when the user of the locker either refuses to allow an inspection or cannot be located to authorize the inspection.

IV. EXHIBIT

Locker Opening/Inspection Form

By Direction of the President:

SIGNATURE ON FILE

Senior Vice President for Administration

EXHIBIT
May be downloaded

UMDNJ
UNIVERSITY OF MEDICINE & DENTISTRY OF NEW JERSEY

Public Safety Department
Locker Opening/Inspection Form

Locker Assigned by:_____
School/Unit/Campus

Locker Assigned to: _____
Faculty/Staff/ Housestaff/Student

Locker Number: _____	**Time of Opening:** _____	**Date of Opening:** _____

Location of Locker: _____

Check one:

Opened for Inspection: [ ]

Opened for Removal of Contents: [ ]

Reason Locker Opened/Inspected: _____
_____
_____

Inventory of Contents: _____
_____
_____
_____

Content Retained By:_____ **Room #** _____
Print Name and Department

_____
Print Name of Student/Employee **Signature (if present)**

_____
Print Name of Requester and Department **Signature required**

_____
Print Name of Public Safety Officer **Signature required**

_____
Print Name of Approving Authority **Signature required**

*A copy of this completed form **must** be retained by the appropriate President/CEO, Dean, Vice President or designee **and** the Public Safety Department.*