

Student Name:

Locker #:

Jefferson Community College Locker Policy

Purpose:

Jefferson Community College makes lockers available to students to facilitate the daily storage of their learning materials and items related to their studies. The College manages lockers to ensure responsible use of property and for the health and safety of individuals.

Agreement/Acknowledgement:

The College establishes rules, guidelines and procedures to ensure responsible use and to control the contents of its lockers. By utilizing the College's lockers the students acknowledge and agree that locker use is a privilege and subject to immediate termination without notice, students will adhere to the rules, guidelines and procedures established by the College.

Guidelines:

1. Lockers are available to registered students and are issued on a first come, first served basis. To register a locker students can either go to the Campus Safety and Security Office or submit this form online.
2. Lockers are for individual use only and are not to be shared. Locker contents are the sole responsibility of the registered occupant of the locker.
3. The College does not charge an administration fee to students to cover the College's costs of administering the locker program.
4. The College is not in any way responsible for a locker's contents or liable for the loss of or damage to locks and items stored in lockers.
5. No person shall store in a locker: knives, guns, ammunition, weapons of any kind, explosives, prohibited drugs, pornography, illegal or illicit items, or any other substances or items deemed by the College to be harmful, offensive or inappropriate.

Student Responsibility:

1. To reduce the risk of theft, students are encouraged to use a sturdy and secure lock on their lockers. Keys or lock combinations should not be given out to others or shared.
2. Students should not store money, wallets, purses, jewelry, credit or debit cards, checks or personal items of high value in lockers.
3. Students are required to maintain their locker's interior and exterior in a clean, neat and undamaged condition. Marking, defacing or graffiti on lockers is not acceptable.
4. Students must remove their lock and empty the locker's contents at the end of each school year (summer) and upon completion of their program.

Procedures:

Student Locker Registration:

1. Students can request a locker by going to the Campus Safety and Security Office or online. Students may request a locker in only one building.
2. A security officer will register a locker number in the student's name and the registration period will be for the current academic year. If a student requires a locker over the summer he or she may be granted an extension or can register just for the summer period.

3. The locker number will be recorded at the top of the locker policies and procedures form and provided to the registrant

Student Annual Locker Cleanout & Termination Cleanout:

1. Students shall remove their locks and locker contents upon their withdrawal from the college, dismissal or program completion.
2. Student lockers will be cleaned out annually (prior to summer break) by the locker's occupant.
3. Lockers not cleaned out prior to the summer break will be tagged and occupants given 7 days' notice to remove their lock and clean out the locker. If the locker is still locked after the 7 day notice period the lock will be cut and locker contents emptied. Locker contents will be bagged in joint custody by two employees and stored for 30 days. Students must contact Campus Security to retrieve their belongings. All bags not claimed within 30 days will be discarded.

Occupant Requests for Lock Cutting:

Lock cutting services are available upon request. When lock cutting is requested, the locker's occupant must be present when their lock is cut. The occupant must first verify their locker and that the lock being cut belongs to them. Students must produce their valid JCC ID card and registered locker number. Students must sign a Lock Removal Request form authorizing the College to cut the lock from registered lockers.

Locker Searches/Inspections:

1. The College is entitled to and will, from time to time, in its sole and unfettered discretion, open any locker, cutting any locks for that purpose with or without notice to the locker's occupant and with or without the occupant being present, to search and remove its contents or inspect its condition. Students will be notified if their locker was opened and they were not present. The College may in its discretion share the results of a locker search/inspection with the police or other authorities.
2. Should the College have to cut a lock for search/inspection purposes, without permission of the occupant, the College will replace the lock at the College's expense. The College will not replace the lock if the locker is unregistered, abandoned, or violates any other rules or guidelines.
3. Generally, when a search/inspection -is carried out at least two College employees will be present. Should all or a part "of the locker's contents be removed by the College, a written inventory will be prepared and a copy given to the occupant. The removed contents will be stored in a secure location.
4. If the contents are deemed by the College to be harmful,offensive or inappropriate they will be retained until the owner can immediately and safely remove them from the campus If the items are deemed to be illegal the College will notify the police or appropriate authorities.
5. The College may in its sole discretion carry out or authorize searches/inspections for any reason. The following is a partial listing of examples of when the College will exercise its discretion without notice:

Locker abandonment

Suspect that the contents may be illegal, illicit or deemed by the College to be harmful, offensive or inappropriate

Investigative purposes related to suspected or alleged criminal, illegal or inappropriate activities

Risk to the general good of the College

Risk to the general good of the student or student population

Unregistered locker

Physical damage to or defacing of the locker

Odors (spoiled/rancid food, garbage or smelly contents)