

**CONFISCATED ITEMS
POLICY and PROCEDURES**

BOT Approved: May 15, 2018

PURPOSE:

At Garrett College, safety and security on campus is of paramount importance. The College will make every effort to ensure the safety and security of the campus community and its visitors.

POLICY STATEMENT:

In order to provide for a safe and healthy environment for members of the campus community to study, work and live, and to ensure public safety, it is the policy of the College to confiscate items that are illegal to possess in Maryland or items that are prohibited to possess in the residence halls.

PROCEDURE:

There are time where Student Life Staff or Safety Officers confiscate illegal items or items that are prohibited in the Residence Halls. This procedure is in place to guide what will happen to said confiscated items.

Items Deemed Illegal by Local, State, or Federal Law: Confiscated items that are illegal to own or possess, as deemed by local, State, or Federal Law, will be photographed for the purposes of student conduct and then destroyed (*Note: Items will be destroyed as dictated in the Campus Security Standard Operating Procedures Manual*).

Items Prohibited in Residence Halls: Items that are not illegal to own but are prohibited in the residence halls will be confiscated by either Student Life Staff or Safety and Security. These items will be held until the student can make arrangements to take it home or until the end of the current semester. Items that have not been retrieved after the residence halls close at the end of the semester, will be destroyed (*Note: Items will be destroyed as dictated in the Campus Security Standard Operating Procedures Manual*).

Returning Items: A student must be able to explain their plan for getting the item home. The student will also be informed that at no time is the item allowed to re-enter the residence halls, as the item should be picked up and immediately taken off campus.