

# **Section 9: Administrative Responsibilities**

### **CF Duty**

**Duty Hours: 8:00pm- 7:00am**

**Active Duty Hours: 8pm-Midnight, Sunday-Thursday  
8pm-2am, Friday and Saturday**

### **CF Duty Rounds**

- 1) 3 per night between...
  - 8 PM - Midnight, Sunday - Thursday
  - 8 PM - 2 AM, Friday and Saturday
- 2) Once per night check the following:
  - Fire extinguishers
  - Exit signs
- 3) On-going checks:
  - Student concerns
  - Propped doors
  - Noise
  - Night Campus Safety Staff
  - Blocked trash chutes
  - Maintenance concerns
  - Lights that can be turned off
  - Blocked fire escapes
  - Possible policy violations

### **While on Duty:**

- Pick up and review the duty log (building dependent).
- Keep the pager turned on and with you.
- Do rounds, visit with students, and be accessible.
- Check and replenish recreation supplies (ping pong balls, etc).
- Make notations in duty log to keep your staff connected to hall happenings.
- Remain **in** the building and accessible 8 PM - 7 AM (building dependent).
- Respond to emergencies and students in need.
- Return duty log and pager (turn off first) by noon the next day.

### **Duty Changes**

- All duty changes must be approved by your supervising Area Coordinator in advance.
- Once the duty change has been approved by the Area Coordinator:
  - Write correct CF name on posted duty schedules in hall.
  - The supervising Area Coordinator will notify the AC On Duty for that date and Campus Safety
- On duty staff should not leave the hall unless a substitute has been arranged, and the above steps have been taken.

### **Contacting the Area Coordinator On Duty**

- During Business Hours (Monday – Friday, 8 AM – 4:45 PM): **x7529**.
- If the Area Coordinator On Duty is not at the office: **(507) 381-1096**.
- After business hours and on weekends: **(507) 381-1096**, then **home phone number**.
  - Always leave a message AC cannot be reached, but it is important to speak to the Area Coordinator on-duty when procedures state that a call should be made.

<b>Residential Life Duty Log</b>	
CF: _____	Date: _____
AC On Duty: _____	_____
(Name)	(Phone Number)

**USE OF THE MASTER KEY:**

Student Name	Room #	Time

**MAKE NOTES OF ITEMS LISTED ON THE RIGHT**

**8 PM**

**9 PM**

**10 PM**

**11 PM**

**12 Midnight**

**1 AM**

**2 AM**

**REMEMBER TO INCLUDE:**

- Unusual behavior
- Encounters from rounds
- Listing of propped doors
- Vandalism
- Items to work order
- Additional concerns
- Game equipment

**REMEMBER TO CHECK FOR...**

- Pager turned on & with you
- Doors that may be propped
- Fire extinguishers
- Noise after quiet hours
- Lights that can be turned off
- Blocked fire escapes
- Exit signs
- Emergency lights

**IMPORTANT NUMBERS**

Residential Life Office	7529
AC On Duty Cell	381-1096
Campus Safety	8888
Emergency	9-911
St. Peter Police	931-1550
Charlie	931-7989
Troy	924-4926
Andy	8532
Erin	327-0614
Jody	8785

**\*\* Use Incident Report forms as appropriate. Do not hesitate to contact the AC on duty or Campus Safety for assistance.**

## **Keys**

**ALL KEYS entrusted to the residential life staff should only be used in the manner in which they were intended when issued. It is expected that use of all keys should be in accordance with college policy.**

### **Master Keys**

Master keys are assigned for job related use only. Proper use of the master keys is necessary to maintain the integrity of the safety and security of the residence halls. Improper use, which is not in compliance with the guidelines set forth, undermines the Residential Life program and the security of the facilities.

- Master keys are available for use by Residential Life staff for lockouts and emergency situations.
- Non-staff members are not allowed access or use of the master keys under any circumstances. It is the responsibility of the CF staff to lock and unlock doors.
- It is the responsibility of the CF to secure the master keys and notify his/her supervising Area Coordinator immediately when the location of the key is unknown.
- Master keys should not be left in your room or with a staff member when not being used. Return to the gray box in your hall when not in immediate use.
- Master keys are not to be taken outside of the hall, nor kept in CF rooms.
- Keys for the gray box should be kept in the CF rooms.

**Losing or misplacing master keys, gray box or release keys will result in disciplinary action and/or restitution, and may result in termination.**

**Reproduction and/or misuse of master keys, gray box or release keys will result in immediate termination, disciplinary action and/or restitution.**

The acceptance of a master key and the responsibility accompanying it is an agreement between the individual and Gustavus Adolphus College to use the key properly. Any misuse of the master key is in direct violation with college policy and applicable civil laws.

### **Key Policy**

**There are only three reasons Residential Life student staff can key into a room:**

1. Life safety (A resident is feared to be in mortal danger)
2. Lockout reasons (with resident's permission)
3. Health & Safety Checks (with 24 hours notice)

**Keying in is NOT to occur for instances such as:**

- Alarm clock ringing
- Stereo is too loud
- Retrieving personal items for students
- For friends, family, or visitors of a student
- For people to set up for a party in the room, etc.
- Policy violation—when students will not open door
  - (Contact the Area Coordinator On Duty or Campus Safety)

**Keying into a student room when student is not present:**

1. CFs may key into a locked room **ONLY** in an emergency or life-threatening situation and should **always** have at least one additional staff person with them (another CF, Head Resident, Area Coordinator, or Campus Safety officer) when keying into a room.

2. Information about the keying in should be left in the room for the occupant(s) after keying into room. (Information should include time room was keyed into, reason for this action, where to contact you, etc.).
3. When unlocking an area, **ALWAYS** be sure the door is locked when you leave - even if it was not locked prior to you being in the room.
4. The AC On Duty should **ALWAYS** be informed (**BEFORE** you key into an area).
5. CFs will perform monthly Health & Safety inspections for all of their residents. Remember to give your residents at least 24 hours notice, so they can choose to be around if possible. Do your checks with a CF partner to maintain credible use of the master key, and leave notes in cases where you needed to key in.

### Lock-Outs

You may unlock a room for a Student if the requester is the resident of that room, *not for visitors, family, friends, or strangers.*

- If you do not recognize the student requesting access to a room, ask for their ID and match the roster name with the ID and the description of the person asking for access.
- Residential Life staff should also keep track of the frequency in which residents are locked out. Track use of master key in the CF duty log.
- CFs are responsible for lockouts only during evening hours. If a CF is not available, students need to contact Campus Safety to be let into their rooms.

### Lost Keys

1. Any lost keys reported to a CF must be reported to the Residential Life Office as soon as possible.
2. Students losing their keys will be charged a standard fee:
  - a. \$75 for room key change (If key is not present at spring closing, fee is \$100)
  - b. \$25 for outside door key
  - c. A charge will be placed on the student's account when the lock change is complete.
3. Do not encourage residents to leave their room unlocked if they have lost their keys and insist they are only temporarily misplaced. Have them contact the Residence Life Office to discuss options they have prior to the actual re-core of the room door.

### Health & Safety Checks

As part of the Residential Life Office's commitment to our residents' safety, CFs will perform monthly Health & Safety inspections for all of their residents.

### Step by Step Instructions

- Post "Health & Safety Checks" notification signs a minimum of **24 hours** before you begin the checks.
- If possible, do H & S Checks with another staff member.
- Obtain building master keys & begin doing checks.
- Knock on door & identify yourself. Knock again...
- Open room door – leave door completely open. Perform checks.
- Document items as necessary.
- Close & lock door (even if it was unlocked when you arrived.)
- When complete, immediately return masters to the gray box.
- Turn in all documentation to your AC. Turn in confiscated items as per your AC.
- Email AC about smoke detectors: ***"All smoke detectors have been checked and, unless otherwise noted, are operational."***

### Items to Check

Document all questionable items or work orders and **provide corrective guidance to students...**

- Room modified in any way? (False floor, 'decks', walls, etc)?
  - **Relay policy & document.**
- Access to two exits (door opens fully & easily/clear path to window)?
  - **Relay policy & document.**
- Items (towels, decorations, etc.) draped from ceiling?
  - **Ask students to remove & document.**
- Room generally clean? Piles of dirty dishes or dirty clothes? Funky smell?
  - **Conversation & Document.**
- Smoke detector work when test button pushed? Beeping?
  - **Document & submit immediately. If beeping, call S&S.**
- Windows working & free of ice/debris. Easily accessible in case of fire?
  - **Ask students to clear way to window or submit work order & document.**
- Lofts free standing? Used springs for mattress? Minimal wood?
  - **Relay policy & document.**
- Outlets not overloaded?
  - **Relay concern & document.**
- Candles, incense, explosive, or flammable materials?
  - **Confiscate as appropriate & turn into AC.**
- Prohibited appliances (hot plates, toaster ovens, Pizazz pizza makers, etc.)?
  - **Confiscate as appropriate & turn into AC.**
- Pets other than fish in 15 gal. tank?
  - **Relay policy & document.**

### Opening & Closing the Halls for Breaks

- Duty coverage needs to be established for all breaks when the campus remains open (Fall Break, Touring Week, Easter Break).
- Expect to take your share of break duty.
- In each hall, at least half the staff should remain to close the halls for Thanksgiving, Christmas and Spring Breaks.
- Staff members who do not stay to close the halls need to return to campus by noon opening day.

### Storage Policy

Access to storage will be coordinated by area as directed by the supervising Area Coordinator. Students will contact a CF to put stuff into storage.

**The CF is responsible for:**

- Providing students appropriate access to storage,
- Remaining with students when accessing storage spaces.
- Using the storage key responsibly
- Keeping the storage room organized.

**Items that can be stored:**

- Belongings that are boxed and labeled
- Rubbermaid type containers
- Plastic units with drawers if they are taped shut
- Suitcases
- Trunks
- Stackable units that are sealed

**Items that cannot be stored:**

- Loft materials
- Furniture (college-owned or personal)
- Wood
- Bicycles
- Refrigerators
- Carpet rolls
- Garbage cans or trash bags

**Storage In**

Storage In begins after Storage Out has been complete. All stored items should be removed from storage. The Area Coordinator will make every effort to contact the owner of any remaining boxes by sending the student two emails and calling the student using his or her current and/or permanent telephone number. The storage room should be cleaned and abandoned items relocated (*see abandoned and unlabeled items section*).

1. Check to make sure the person storing items is a current/future resident by checking the building roster in binder. If not, explain that only residents are allowed to use storage.
2. Using a Storage In Form, write the person's name and **future room number** on the top of the form. Then have the resident fill out a very descriptive list of stored items.
  - Non-descriptive – 3 boxes
  - Descriptive - 1 IBM computer box, 1 large UPS box, 1 small printer box
3. You (the CF) should verify the items on the list, add your initials in the appropriate place, then put the complete sheet in the binder and APHABETIZE the sheets by the student's last name.
4. Place a label on EVERY item that is to be stored.

**The labels should have**

- Student's full name
- Hall
- Room
- Items numbered, "1 of 3, 2 of 3, 3 of 3."
- Date the items were stored (month and year)
- Initials of the resident

Encourage residents to have all their items stacked together.

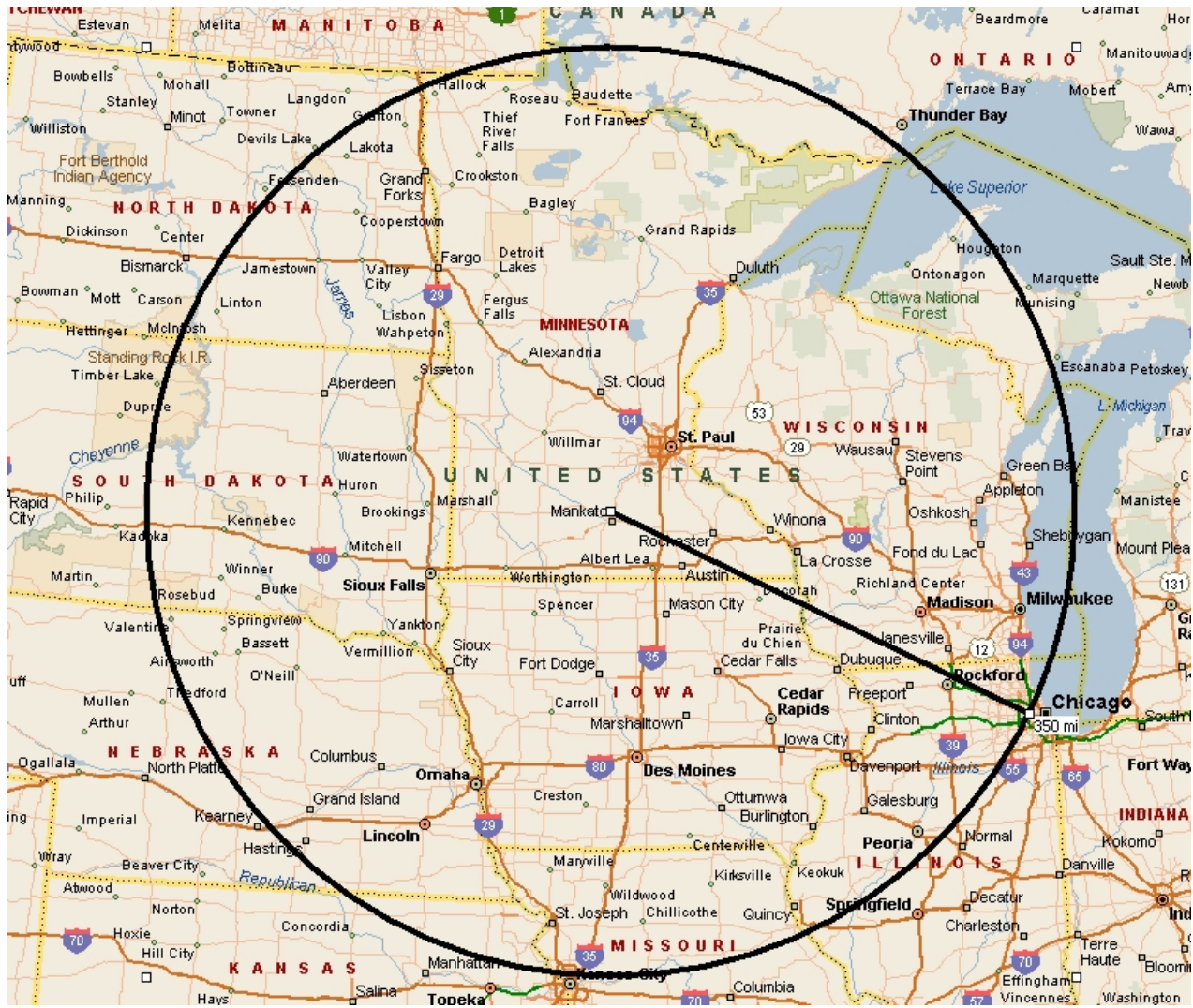
5. Provide the student with the following 3 pieces of information.
  - 1) Stored items are inaccessible until the end of the semester.
  - 2) Anything stored for longer then ONE YEAR may be considered abandoned property.
  - 3) The only person who can retrieve items from storage is the person whose name is on the storage label.

## Storage Out

1. Only the student whose name is on the storage label may take items out of storage.
2. Find the student's storage log sheet in the storage binder.
3. Locate the student's items and check off the sheet as the items are removed from storage.
  - Only items that are clearly labeled with the student's information can be released to that student. If questionable, contact the Area Coordinator.
4. The student should initial the log sheet when retrieving item(s).
5. Place the sheet back in the storage binder in ALPHABETICAL order.

## Summer Storage

- Limited to students who live more than 350 miles away from St. Peter.
- The hall staff maintains the storage room and designates hours during which items may be placed in or taken out of storage.
- Students are to store their belongings in the hall in which they will reside in the fall.
  - Arbor View and Prairie View students will store in Pittman
  - College View students will store in Norelius
- Gustavus Adolphus College and its departments assume no responsibility for items lost or damaged.
- Items left past one year will be considered abandoned property and may be disposed of.

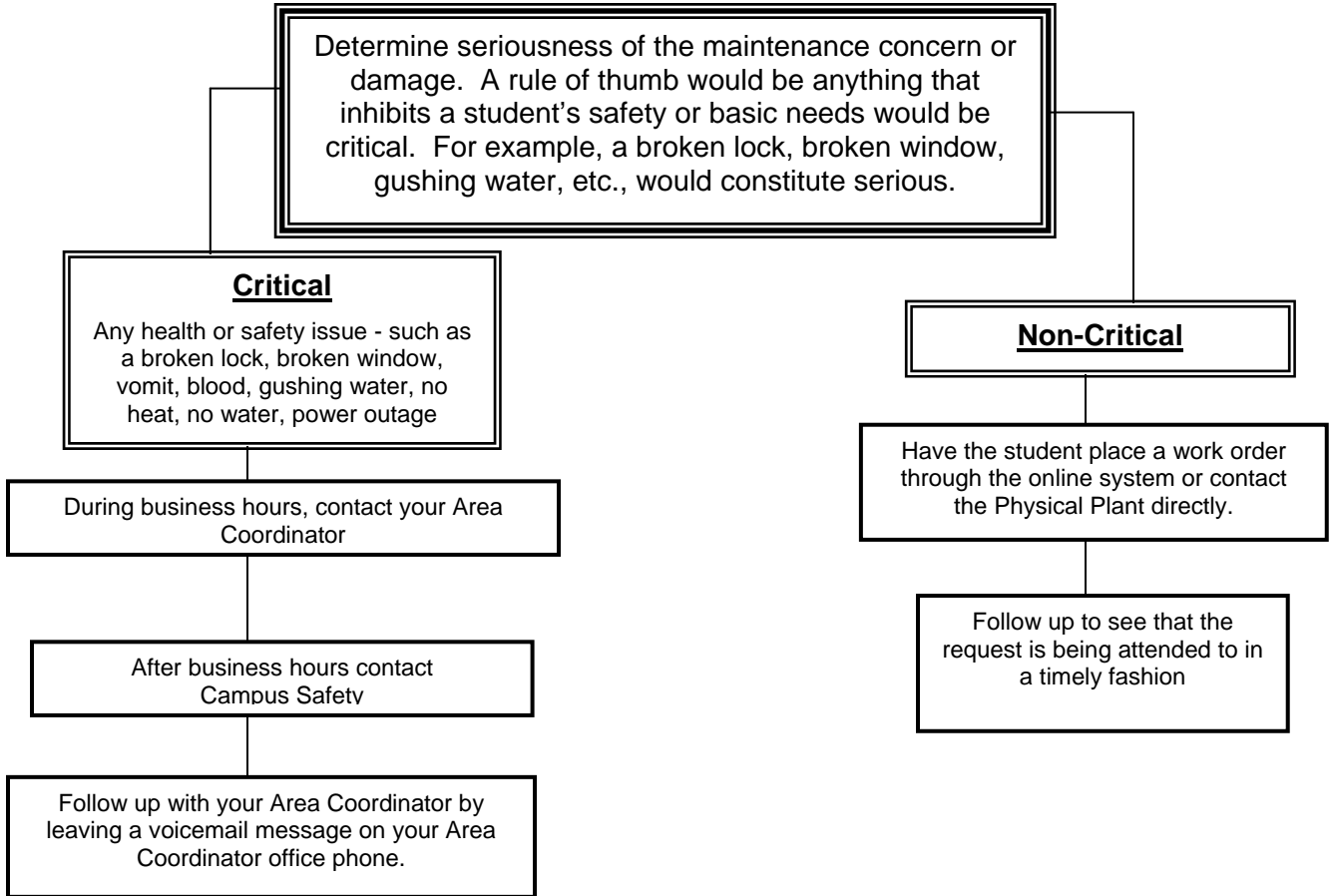




### **Abandoned or Unlabeled items**

1. The staff should make every effort to try and identify the owner of any items that appear to be missing labels. The following process should be used:
  - Two Area Coordinators should be present.
  - They should open the items (boxes, suitcases, trunks, etc.) in effort to locate a name or other identifying characteristics.
  - The Area Coordinator should check the Residential Life database to locate a possible owner.
  - In the event that there are no identifying characteristics, the items should be relocated to the Abandoned and Unlabeled storage.
  - If the owner can be located, he or she should be notified to pick up his or her belongings. If the student does not claim the items, the student's belongings should be kept in storage but make certain the date is noted on all labels.
2. Items to be moved from the original storage to the Abandoned and Unlabeled Storage should be noted in the Storage Binder in the current area as being moved to a specific new storage area.
3. The staff member should create a new log sheet and complete with the information:
  - Where it is being moved?
  - Who is moving it?
  - What is being moved?
  - The staff initial as the person releasing the items.
4. This log should be filled in the back of the binder.
5. Abandoned Storage is a storage area designated by Residential Life where all unclaimed items can be centrally storage.
6. As items are placed into Abandoned Storage they are to be checked-in as traditional storage.
7. All items are labeled with the building name from which that were originally stored, and then labeled with the date they were placed in storage.
8. The staff member should log all items in the binder with as much descriptive information as possible.

**Work Orders**



**Work Order Notes:**

- If you or a student feels that a maintenance request is not being attended to in a timely fashion, contact your Area Coordinator. Your Area Coordinator can check to make sure things are proceeding as they should.

**Residence Hall Important Locations**

	<b>GRAY BOX</b>	<b>FIRE PANEL</b>	<b>STUDENT STORAGE ROOM</b>	<b>CF OFFICE OR STORAGE</b>
<b>ARBOR VIEW APARTMENTS</b>	West Entrance of both buildings	Entrance of each building	No Storage Area	Individual CF's
<b>COLLEGE VIEW APARTMENTS</b>	Garbage room entrance, west side between new and old buildings	Maintenance room in new section under stairwell for new building East entrance of old building	No Storage Area	No CF Office
<b>CARLSON INTL. CENTER</b>	Eastern South Entry	Flagpole entry	Flagpole entrance; door on the left	Near vending machines; by laundry room
<b>NORELIUS HALL</b>	In hallway by Head Resident Apartment	By computer lab	In basement, room 12	1st floor lounge area
<b>NORTH &amp; GIBBS HALL</b>	In hallway by Head Resident Apartment	1st floor near elevator	In basement across from end of stairwell	Sorensen Main Entrance
<b>PITTMAN HALL</b>	In hallway by Head Resident Apartment	In maintenance room	In hallway by Head Resident Apartment	Across from computer lab
<b>PRAIRIE VIEW</b>	In front entry	In kitchen closet	Laundry Room	No CF Office
<b>RUNDSTROM HALL</b>	In basement at end of parking lot stairs	At parking lot entry door	In basement near Head Resident Apartment	Storage Room & 2 kitchen cupboards
<b>SOHRE HALL</b>	In hallway by Head Resident Apartment	In lobby	In hallway by Head Resident Apartment	Storage Room & 3 kitchen cupboards
<b>SORENSEN HALL</b>	In hallway by Head Resident Apartment	1st floor entryway, near elevator	Two doors directly at foot of stairs in basement	Sorensen TV Lounge
<b>SOUTHWEST HALL</b>	Separate room in basement near garbage room	In basement across from bathrooms	In basement across from center stairwell	In basement lounge
<b>UHLER HALL</b>	In east basement, near Head Resident parking entrance	In maintenance room	East basement - room 14-E	In basement, room 24D