

## CWSL STUDENT LOCKER POLICY

Updated May 2016

### Purpose

California Western School of Law provides lockers free of charge to enrolled students on a first-come, first-served basis for storage purposes on a temporary basis. Lockers are located at the 350 Cedar Street building on the 4<sup>th</sup> and Lower Level floors. Upon request, ADA-accessible lockers are provided on the Lower Level, accessible by the building elevator.

### Guidelines

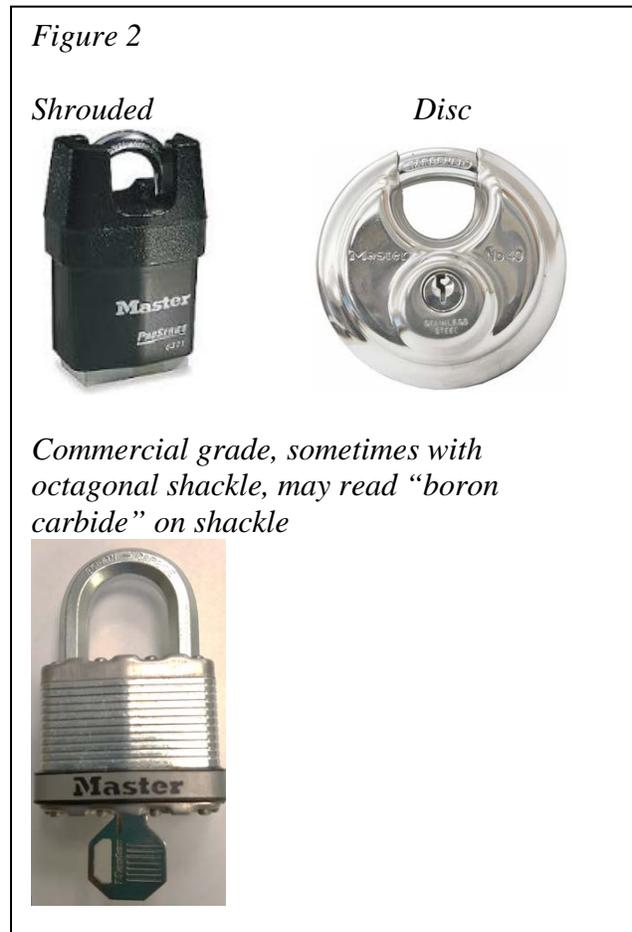
1. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, interference with school purposes or educational function, damage to the locker or the physical facility, or which are forbidden by local, state, federal law or CWSL policies. This includes, but is not limited to, drugs and related paraphernalia (other than over-the-counter medication or that for which a student has a current prescription), weapons, any flammable substance or explosive device, any pungent or noxious acid or chemical, or food product past its expiration. Students shall take reasonable care that their locker contents not negatively impact the contents of any other locker (ie: spilled liquids).
2. Students will be expected to keep their lockers (interior and exterior) in a clean and orderly manner. No stickers or other adhesive-applied materials shall be used on the interior or exterior of the locker at any time, for any purpose.
3. Students may use only the locker registered in their name and may not change lockers with another student without authorization from Student & Diversity Services.
4. Access to lockers is limited to the building hours of the 350 Cedar Street building, and is restricted when the building is closed, including school holidays.
5. Do not store money, checks, credit and debit cards, jewelry, or other valuable items in your locker.

### Locks

1. Students must provide their own padlocks. It is strongly recommended students chose a sturdy lock in order to reduce the risk of theft. Do not share your locker key or combination with others.
2. Only standard combination or keyed padlocks designed for day-to-day use are permitted. *See Figure 1*

**The following types of locks are not permitted See Figure 2:**

- a. Guarded locks with metal guards that protect and surround the shackle leaving only the top of the shackle exposed. Example: Disc padlocks, hidden shackle padlocks, shrouded padlocks.
  - b. High security padlocks that have hardened steel shackles for cut resistance.
3. If a prohibited padlock is identified, Student & Diversity Services will contact the student to remove the padlock and either vacate the locker or replace the padlock with one that is approved within 72 hours. If no response is received within 72 hours, the padlock will be cut and the locker contents turned over to Campus Security to be stored for a limited time per the school's Lost & Found policy. See *Procedures, 4*, below.



**Procedures**

1. Locker assignments are coordinated by Student & Diversity Services and the Student Bar Association (SBA) and are valid for one school trimester, but may be extended upon the discretion of the Assistant Dean of Student & Diversity Services.
2. After choosing a locker, students should place their padlock and then register their locker on the SBA website ([www.cwslsba.org](http://www.cwslsba.org)).

3. On an advertised date at the end of the Spring trimester, lockers must be cleared of their contents, or risk having the padlock cut and contents removed. Lockers will then be made available the following trimester on a “first come-first served” basis.
4. Items removed from lockers at the conclusion of each trimester will be stored for a limited time per the school’s Lost & Found Policy and returned only upon request and presentation of appropriate identification. Students must take full responsibility for retrieving these items, and items not claimed after the advertised date will be disposed of at the discretion of the Asst. Dean for Student & Diversity Services.
5. Padlock cutting is available upon request through Campus Security and may be scheduled during normal business hours or after-hours for emergencies. When padlock cutting is requested, the locker’s occupant must be present when their padlock is cut. The occupant must produce a valid CWSL ID card and verify, in writing, their locker number and that the padlock being cut belongs to them. Students must sign a Lock Removal Request form authorizing CWSL to cut the padlock from registered lockers.
6. California Western School of Law reserves the right to open any locker 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. California Western may, in its discretion, share the results of a locker search/inspection with police authorities or other external bodies. Following is a partial, but not exhaustive, list of examples of when California Western may exercise its discretion:
  - Locker appears abandoned
  - Concern that the locker contains illegal or harmful contents
  - At the request of or in cooperation with police authorities
  - For investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities
  - Risk to the physical facilities or persons
  - Use of a locker without authorization
  - Physical damage to or defacing of the locker, or a contiguous locker
  - Odors indicating spoiled food or pungent chemicals
  - Prohibited lock is identified, per *Locks* section above

### **Liability**

Students use on-campus lockers at their own risk, and are responsible for the security of their contents. Lockers are not regularly monitored by California Western School of Law. California Western School of Law is not responsible for the contents of the lockers, nor the padlocks.

## CWSL Locker Policy - Lock Removal Request

Pursuant to the Locker Policy, a student may request that their lock be cut and removed from their locker in order to gain access to the contents. Locks are cut based upon availability of staff time resources. A valid CWSL ID card is required, and the student occupant of the locker must be present when their lock is cut. The student's locker number must be verified in writing as set forth below. The student must verify that the locker belongs to him or her.

\_\_\_\_\_  
Student Name, printed

\_\_\_\_\_ Student acknowledges their locker number is: \_\_\_\_\_  
Student's initials Student to print locker number

\_\_\_\_\_ Student ID card presented, and confirmed as valid  
Initials of CWSL employee removing lock

I acknowledge that on this date I requested the removal of my lock from my assigned locker for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student acknowledgment, printed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of CWSL employee removing lock, printed

\_\_\_\_\_  
CWSL Employee Signature

\_\_\_\_\_  
Date