

Resident Check-in Protocol

University of San Diego Student Leadership, Involvement and Changemaking

Print Names

Sober Member:

Resident:

Community Director/Officer:

1. Return intoxicated member to campus and his/her residence hall RA office.
 - a. If resident is unable to make it back to the residence halls, contact Public Safety immediately.
 - i. Emergency – (619) 260-2222
2. Contact the on-duty Resident Assistant immediately upon return to campus
*Before 8:00pm, all students go to Mission Crossroads or Public Safety.
 - a. Founders/Camino – RA office in Founders next to bridge (loud knock can be heard – (619) 574-5715
 - b. Maher – RA office on 3rd floor mid (Room 306W) – (619) 767-3700
 - c. Valley – RA office in Crossroads – (619) 260-4625
 - d. Vistas – RA office in Palomar – (619) 767-3700
 - e. Manchester – RA office on first floor of Building 1 – (619) 849-5555
 - f. PTA/UTA – RA office in Crossroads – (619) 260-4625
3. If RA on duty cannot be reached, contact Public Safety.
 - a. Non-emergency – (619) 260-7777
4. Remain with the chapter member/resident until dismissed by either CD or Public Safety Officer.
5. Print name and obtain name of CD and/or Public Safety Officer.
6. Record time dismissed by either CD or Public Safety Officer.
7. Return to Risk Manager to turn in with post-event paperwork.

Community Director Signature

Dismissed time

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