Resident Check-in Protocol  
*University of San Diego Student Leadership and Involvement Center*

Print Names

Sober Member: ____________________________________________________

Resident: ________________________________________________________

Community Director or Officer: _____________________________________

1. Return intoxicated member to campus and his or her residence hall.
   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
   a. Founders/Camino – RA office in Founders next to bridge (loud knock can be heard) (619) 260-5715
   b. Maher – RA office on 3rd floor mid (Room 306W) (619) 260-3177
   c. Valley – RA office in Crossroads (619) 260-4625
   d. Vistas – RA office in Palomar Lounge (619) 260-3762
   e. Manchester – RA office on first floor of Building 1 (619) 260-5555
   f. UTA’s – Rotating RA office; call number first (619) 571-0862

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 Officer

7. Return to Risk Manager to turn in with post-event paperwork

Community Director Signature _______________________________  Dismissed time: _______________________________

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