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 hall, 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) 260-574-5715
   b. Maher- RA office on 3rd floor mid (Room 306W)- (619) 767-3177
   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 on Building 1- (619) 849-5555
   f. UTA-Ra Office in Crossroads- (619) 767-5729
   g. PTA-RA Office in Crossroads- (619) 767-5729
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 Pubic 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.

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Community Director Signature  Dismissed Time