

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 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