

Section:	Administration (AD)
Subject:	Institute and Non-Institute Services
Legislation:	
Effective:	October 30, 2006
Revision:	September 1, 2016 (reformatted)

**APPROVED:** \_\_\_\_\_  
**President and CEO**

## **POLICY**

The policy of the Board of Governors is to make lockers available to students to help facilitate the daily storage of their learning materials and items related to their studies.

## **PROCEDURE**

### **GOVERNING PRINCIPLES**

1. SAIT has established procedures to ensure responsible use and control of the contents of the lockers owned by SAIT.
2. An individual who utilizes a locker acknowledges and agrees that:
  - a) The individual is bound by this policy and accompanying procedure;
  - b) The individual's use of a SAIT locker is a privilege, which SAIT may revoke at any time without prior notice if the locker is improperly used; and
  - c) SAIT owns the locker.

*The official controlled version of this document is held in the Board of Governors Office.*



## PROCEDURE

1. A limited number of lockers are available to SAIT students and others and SAIT assigns these for use on a first-come, first-serve basis. SAIT will register all locker assignments
2. Lockers are for individual use only and are not to be shared.
3. Locker contents are the sole responsibility of the registered user of the locker. SAIT is not in any way responsible for a locker's contents or liable for the loss of or damage to locks and items stored in lockers.
4. No person shall store any of the following in a locker:
  - a) Knives, guns, ammunition, or weapons of any kind;
  - b) Explosives;
  - c) Prohibited drugs;
  - d) Pornographic materials;
  - e) Illegal or illicit items or substances; and
  - f) Any items that SAIT deems to be harmful, offensive or inappropriate.
5. In its capacity as locker owner, SAIT may in its discretion open a locker, cutting any lock for that purpose, with or without prior notice to the locker's user and with or without the user being present, in order to search/inspect the locker. If any items referred to in paragraph 4 of this procedure are found, SAIT may remove the locker contents. SAIT may share the results of its locker search/inspection with the local police or federal authorities.
6. SAIT has the discretion to allow the local police or federal authorities to carry out searches/inspections of locker contents, including random searches/inspections. Such searches/inspections may be carried out with or without prior notice to the locker user and with or without the user being present. The authorities may remove the locker contents.
7. Should SAIT or the local police or federal authorities have to cut a lock for search/inspection purposes without permission of the user, SAIT will replace the lock (at SAIT's expense) if such search/inspection does not result in the finding of any items or substances referred to in paragraph 4 of this procedure.

***The official controlled version of this document is held in the Board of Governors Office.***

8. When a search/inspection is carried out, at least two SAIT employees or one SAIT employee accompanied by a police officer or federal official will be present. Should any locker contents be confiscated by SAIT, a written inventory of the contents confiscated will be prepared by SAIT, a copy of the inventory list given to the user and the contents stored by SAIT in a secure location.
9. A locker user will be notified by SAIT after search/inspection if SAIT, either at its discretion or under the direction of the police or federal authorities, or the authorities themselves open the locker when the user is not present.
10. Any items that SAIT confiscates shall be returned to the locker user upon completion of the search unless required by SAIT for an investigation or if the police or federal authorities require that the items be delivered to them or any third party directed by them. If SAIT is unable to locate the user when attempting to return the contents of the locker after reasonable inquiry, SAIT may dispose of the contents in its discretion.
11. Any items that the police or federal authorities confiscate shall be held and returned as determined by such authorities.
12. If the contents of a locker cause SAIT to take disciplinary action against the user, SAIT will keep records concerning the locker contents for such time period as required by relevant laws.
13. Upon any locker search/inspection, SAIT may confiscate items in the locker (subject to this procedure and any locker rules) if SAIT, acting in good faith, determines that confiscation is necessary for an investigation, or if SAIT is directed by police or federal authorities to confiscate items. SAIT may search a locker and/or confiscate items in a locker under the following circumstances:
  - a) If a user of a locker does not comply with this procedure or any rules established by SAIT regarding locker use, including any locker registration requirements;
  - b) Locker abandonment;
  - c) Odours emanating from or suspected to emanate from the locker.
  - d) Physical damage to or the defacing of a locker;
  - e) Suspected, potential or actual risk to the public, other SAIT students or SAIT employees or to SAIT as an institution; or

***The official controlled version of this document is held in the Board of Governors Office.***



- f) Suspicion of illegal, harmful or offensive items in a locker, which may be in conjunction with an investigation of such items or inappropriate or illegal activities of the locker user;

14. SAIT from time to time may delegate management of its lockers to SAITSA or any third party. However, all actions concerning locker searches/inspections or confiscation of locker items shall only be carried out by SAIT or the police or federal authorities.

## **POLICY/PROCEDURE REFERENCE**

AD.2.8 Locker Use policy

**PROCEDURE**

*The official controlled version of this document is held in the Board of Governors Office.*