

**REED COLLEGE
DEPARTMENT OF COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

**RULES OF ENGAGEMENT FOR CONTACTING INDIVIDUALS WITH
MARIJUANA IN COLLEGE RESIDENCES**

Source(s): Guidebook to Reed Alcohol and other drug (AOD) policy, Guidebook to Reed Implementation Plan. Departmental Directive issued by the Community Safety Director.

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Principle

Community Safety Officers (CSOs) will strive to respect students' privacy in college residences to the maximum extent possible while taking reasonable steps to engage likely violations of the AOD Policy as it relates to marijuana use in college residences.

Intent

To provide clear guidelines for CSOs engaging likely violations of the AOD Policy as it relates to marijuana use in college residences.

Definitions

- Odor of Marijuana: For the purposes of this directive, "odor of marijuana" refers to any odor/smell of marijuana or marijuana smoke detectable to the CSO on scene engaging in routine patrol activity

Departmental Policy

CSOs who detect the odor of marijuana in college residences are required to take reasonable steps to determine the source of the odor and, if possible, determine whether or not an AOD violation is taking place, and to identify any responsible students or other persons. If a violation of the college's AOD policy is detected, the CSO shall take appropriate actions according to the applicable college policy and departmental directives¹.

General Guidelines

If a CSO is able to detect the odor of marijuana through his/her normal sense of smell, and the CSO is reasonably certain that the odor originates inside a college residence hall, the CSO shall take reasonable steps to determine the source of the odor. The lists below show examples of what may and may not be considered "reasonable," but are not intended to be all-inclusive.

Actions generally considered "reasonable" to determine the source of a marijuana odor include the following:

¹ Reed College Guidebook, Alcohol and other drug policy

**REED COLLEGE
DEPARTMENT OF COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

- ☐ Entering a residence common area, hallway, vestibule, laundry room, storage room, or similar area
- ☐ Inspecting areas listed above, to include unlocked common use cabinets, waste/recycling receptacles, and other areas that could reasonably be source of the odor
- ☐ Contacting people in or immediately adjacent to the perceived source of the odor
- ☐ Contacting people in student rooms verbally when the door is open
- ☐ Knocking on the door to a student room when the CSO reasonably believes that the specific room is, more likely than not, the source of the odor

Actions *not* typically appropriate for determining the source of a marijuana odor include the following:

- ☐ Unlocking/opening closed doors to student rooms or apartments unless expressly invited/requested to do so by the occupant(s)
- ☐ Looking into windows to student rooms or apartments from outside, except when visible from normal transit paths (e.g., sidewalks, parking lots, roads, etc.)

Specific Engagement Guidelines

The following guidelines shall be used when attempting determine the source of marijuana odor:

Common Areas & Hallways:

- ☐ Examine visually
- ☐ Inspect unlocked common use storage rooms, cabinets, phone booths, etc. if appropriate to the circumstances
- ☐ Inspect waste/recycling containers, if appropriate
- ☐ Contact individuals present in the immediate area of the odor
- ☐ If a CSO cannot narrow down the source of the odor to a specific individual or room, document the odor as an AOD violation (Evidence of Drug Use) for the general area

Rooms:

- ☐ Examine rooms that are open visually from outside (see guidelines below)
- ☐ If a CSO can narrow down the odor to a specific room due to the odor, or the odor combined with seeing and/or hearing individuals inside the room, the CSO may take reasonable steps to make contact with the room occupant(s) (see guidelines below)
- ☐ If a CSO cannot narrow down the source of the odor to a specific room, document the odor as an AOD violation (Evidence of Drug Use) for the general area

**REED COLLEGE
DEPARTMENT OF COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

Making contact with room occupant(s) based on the odor of marijuana

A CSO may call into a room where the door is open or ajar, but may not enter or move a door that is ajar open without permission from the occupant

- ☐ When the door to a room is closed, or when calling through an open/ajar door is not practical or effective, a CSO may knock on the door and shall announce, "community safety" or "CSO"
- ☐ If the first knock and announcement does not result in contact with the occupant(s), a CSO may knock and announce a second time
- ☐ If the second knock and announcement does not result in contact with the occupant(s), the CSO shall document the odor as an AOD violation (Evidence of Drug Use) and list the specific room number. The CSO shall also determine the name(s) of the listed occupants and include any names in the incident report
- ☐ If the CSO determines that a marijuana odor is coming from a specific room, and if the CSO has a reasonable belief that the room is occupied, but no one answers the door, the CSO shall note this in the report. The CSO may also call to the occupant(s) and state that, if no one answers the door, the incident report for the odor of marijuana will note the name of the listed occupant.
- ☐ If there is still no contact with a room occupant, the CSO shall make no further attempts to contact the occupant(s)

Entering rooms subsequent to detecting the odor of marijuana

- ☐ If a CSO contacts a room occupant based on the odor of marijuana, the CSO may ask permission to enter the room if the CSO reasonably believes any of the following to be true:
 - There is smoke in the room (from any source) that should reasonably have been expected to trigger the smoke detector, but no alarm has sounded. The purpose of asking to enter will be to inspect the smoke detector to determine whether or not it has been disabled and/or to request a work order to have it inspected
 - The CSO reasonably believes that there is marijuana inside the room because of direct observations or statements from the occupant(s). Observations could include seeing a bong, pipe, marijuana cigarettes, un-smoked marijuana, or containers/paraphernalia commonly associated with possession and use of marijuana
 - The CSO reasonably believes that there are any other potential safety issues, such as people who appear to be unconscious, evidence of open flame, etc.
- ☐ If a CSO requests permission to enter a room and the permission is granted, the CSO shall take appropriate actions based on any AOD or safety issues discovered during a visual inspection, including confiscating suspected illegal drugs, drug paraphernalia, alcohol in possession of minors, inspecting smoke detectors that appear to be disabled or

**REED COLLEGE
DEPARTMENT OF COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

malfunctioning, etc.

- If a CSO is denied permission to enter a room, the CSO shall not enter unless the CSO detects an imminent threat to life. If a CSO believes that there is an urgent need to enter the room, but no permission is granted and there is not imminent threat to life, the CSO shall remain at the scene and contact the Community Safety Manager On Call (CSMOC) for instructions
- If a CSO observes evidence of drug use through an open door (e.g., a bong or other paraphernalia, marijuana, etc.), but no students are present, the CSO may enter the room for the purpose of taking possession of the drugs and/or paraphernalia
 - Any drugs, paraphernalia, or other evidence of an AOD violation (e.g., evidence of manufacture or distribution of drugs) in plain sight shall be seized
 - Reasonable attempts should be made to contact the student(s) who reside(s) in the residence as soon as possible
 - If contact with the resident(s) cannot be made before the CSO has completed inspecting and seizing evidence, an e-mail will be sent to the resident(s) and the appropriate Resident Director immediately
 - The CSO shall contact the CSMOC immediately any time a room is entered for this purpose
- If a CSO observes evidence of drug use as above through a window of an unoccupied residence, but the residence is secured, the CSO shall not enter the residence. The CSO's observations shall be documented as an AOD violation (Evidence of Drug Use or Drug Possession) per normal procedures and the appropriate notifications made.