

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Student Affairs**
POLICY/PROCEDURE: **Random Drug Search**
DATE: **June 3, 2008**
REVISION(S):

NUMBER: 5.54

Purpose

Since Ouachita Technical College endeavors to comply with all local, state, and federal laws, ordinances, and regulations, this document establishes for the Ouachita Technical College and the Ouachita Area Adult Education (Workforce) Center a policy and procedure for involving law enforcement authorities in the search for drugs or contraband that may be present on the premises of the College or Workforce Center.

Policy

Officials of Ouachita Technical College (OTC) and Ouachita Area Adult Education Center (OAAEC) located at the Malvern Workforce Center, reserve the right to enter and search any of its rooms, restrooms, laboratories, lockers, offices, corridors, grounds, and parking lots at the College or Malvern Workforce Center on a random or periodic basis. Additionally, Officials of OTC and OAAEC reserve the right to call on law enforcement agencies to use drug-sniffing dogs or devices for both targeted and random searches of property including buildings, grounds, and parking lots. Rooms, vehicles, grounds, parking lots, and personal property of any student, employee, client, visitor, or guest may be randomly or selectively searched for illicit drugs and other illegal contraband by the drug dog or other official using one or more approved devices.

The law enforcement agency conducting any such searches shall handle the filing of criminal charges or coordinate with the local prosecuting attorney in the filing of charges. If law enforcement authorities locate drugs or other contraband then any student suspension or discipline and any employee discipline or termination of employment shall be handled in a manner consistent with the OTC student Conduct policy or OTC's personnel policies.

Procedures

Authorization for searches can be granted by any OAAEC official or by the president or any vice president of the Ouachita Technical College. If there appears to be a delay in obtaining authorization from a proper official when such delay could result in danger to individuals or property; or the destruction, removal, or disposal of evidence or contraband, the rooms, grounds, parking lots, or vehicle may be searched by an officer of a local law enforcement agency without prior authorization from Administration. In such cases, the Administration will be notified as soon as practical thereafter.

AUTHENTICATION (Signature):

COPP

President

6/3/08
(Date)

5.54