

Section:	Administration (AD)
Subject:	Institute and Non-Institute Services
Legislation:	
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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

DEFINITIONS

Facilities	Any building, ground or area that SAIT owns, uses or occupies and that is under the jurisdiction of SAIT's Board of Governors
Locker	A small lockable compartment, cupboard or cabinet that students use to store their personal belongings, their tools they require for use in their academic programs, etc.
Prohibited item	Any item, substance or material that: <ul style="list-style-type: none">• SAIT considers to be offensive or inappropriate• Is illegal, controlled under law, or is otherwise capable of posing a risk to the health, safety, and/or property of members of the SAIT community, the public, or SAIT as an institution. This includes but is not limited to:<ul style="list-style-type: none">○ Illegal or illicit items or substances, and related paraphernalia.○ Items/materials that contain/display hate symbols.○ Materials or documents that may relate to the planning, and/or execution of a criminal act, such as

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but not limited to a targeted act of violence against an individual or group.

- Weapons (including knives (excluding knives that students use in SAIT's culinary programs), ammunition, explosives, etc.).

SAIT community

SAIT's governors, employees, students, contractors, consultants, agents, volunteers and visitors.

GOVERNING PRINCIPLES

1. SAIT owns lockers on its facilities. SAIT may delegate management of its lockers to the SAIT Students' Association (Saitsa) or another third party. However, all actions concerning locker searches/inspections and/or confiscation of locker items shall only be carried out by SAIT or the local police or federal authorities, as set out in this procedure.
2. This procedure applies only to student lockers that students use in their academic programs and that either Saitsa or SAIT manages.
3. A student who uses a locker agrees that:
 - a) The student is bound by this procedure and by the terms and conditions of any locker usage agreement, such as, for instance, the Saitsa Lockers Agreement, that the individual is required to sign.
 - b) The student'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.
4. Students are able to access their lockers as per SAIT's facility hours, as set out in [Schedule F](#), procedure [AD.4.1.1 Access Control](#). A student who requires access to their locker at times outside of the facility hours must contact Campus Security to arrange for that after-hours access.

PROCEDURE

1. A limited number of Saitsa-managed lockers are available to SAIT students, and Saitsa assigns these lockers for student use.
2. Saitsa will provide students with locks for student lockers that it manages; students may not use their own personal locks.

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3. Lockers are for individual use only and may not be shared with others.
4. Locker contents are the sole responsibility of the locker's user. SAIT is not in any way responsible for a locker's contents or liable for any loss of or damage to locks and items stored in lockers.
5. No person shall store a prohibited item, as defined above, in a locker.
6. SAIT may on reasonable grounds search a locker under the following circumstances:
 - a) If a locker user does not comply with this procedure or any rules established by SAIT regarding locker use;
 - b) The locker appears to have been abandoned;
 - c) Odours are emanating from or are suspected to emanate from the locker;
 - d) There has been physical damage to or the defacing of the locker; or
 - e) SAIT believes there is a prohibited item(s), as defined above, in the locker, which may be in conjunction with an investigation of such items or an investigation of the locker user's activities.
7. In its search of a locker, SAIT may open that 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. SAIT may share the results of its locker search/inspection with local police or federal authorities.
8. SAIT has the discretion to allow the local police or federal authorities to carry out searches/inspections of locker contents, subject to their lawful authority to do so. Such searches/inspections may result in cutting any lock for that purpose, with or without prior notice to the locker user and with or without the user being present.
9. A locker search/inspection will be carried out either by Campus Security personnel or by local police or federal authorities, as applicable, and must take place in the presence of:
 - a) A Saitsa employee, in the case of a locker that Saitsa manages; and
 - b) An additional Security and Emergency Services employee.
10. During a locker search/inspection, SAIT may confiscate items in the locker (subject to this procedure and any locker agreement terms) if SAIT on reasonable grounds
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determines that confiscation is necessary for a potential investigation or if SAIT is directed by police or federal authorities to confiscate those items.

11. Campus Security will collect, log, store and destroy/dispose of confiscated items as per procedure [AD.2.9.1 Lost and Found Property](#) or as required in an investigation. Note that if the handling of a particular item poses a potential or actual threat, Campus Security will arrange with Saitsa (in the case of a locker that Saitsa manages) or with the applicable academic chair/coordinator (in the case of a locker that SAIT manages) for the temporary secured storage of that item in the locker until the appropriate authority can safely take possession of that item.
12. If, during the search/inspection of a locker, a prohibited item as defined above is found or if information/evidence is obtained that may warrant a SAIT investigation, the Safety and Community Services department will advise the Office of Community Conduct, which has the discretion to conduct non-academic misconduct proceedings against the locker user as per procedure [AC.3.4.4 Student Non-Academic Conduct](#).
13. SAIT will notify the locker user if SAIT and/or local police or federal authorities open the locker without the locker user being present, as per paragraphs 7 or 8 above.
14. SAIT will return confiscated items to the locker user unless SAIT requires those items for an investigation or the local police or federal authorities require the items to be given to them or to a specified third party. If SAIT makes reasonable efforts to locate the locker user but is unable to do so, SAIT may dispose of the contents as per procedure [AD.2.9.1 Lost and Found Property](#).
15. Items that the local police or federal authorities confiscate shall be held and returned to the locker user as determined by those authorities.
16. 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 SAIT's record retention procedures.

POLICY/PROCEDURE REFERENCE

AD.2.8 Student Locker Use policy

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