



Memorandum

To: Stonehill College Community
From: Office of the General Counsel
Date: February 10, 2025
Subject: Campus Access

I. Introduction

As a private institution, Stonehill College maintains procedures to ensure the safety, privacy, and security of our students, faculty, and staff while also welcoming visitors in designated spaces. This memorandum outlines campus access procedures, including general visitor access and specific protocols regarding law enforcement presence on campus.

II. Campus Access Overview

A. Public, Private, and Limited Public Spaces

- **Public Spaces** – These areas are open to the general public and do not require special authorization for entry.
 - MacPháidín Library (*areas open to the public, excludes offices or private storage*)
 - Walking Trails (*trails that are designated and marked*)
 - Martin Institute Archives
 - The Welcome Center (*but the remainder of the May Building not utilized by the Office of Undergraduate Admission, remains private*)
 - The Bookstore (*but the remainder of the May Building not utilized by the Bookstore remains private*)
 - The Bookstore Annex (*but the remainder of Boland Hall not utilized by the Bookstore Annex remains private*)
- **Private Spaces** – Access is restricted to authorized members of the College community, and visitors may only enter with explicit approval based on Policy 3108, Guests.
 - Residence halls
 - Classrooms and academic spaces
 - Main Quad and general green spaces
 - Administrative offices, including, but not limited to Campus Ministry, Counseling, and Health Services offices
 - Martin Institute archival storage (*public research area remains public unless closed for a private event*)
- **Limited Public (Semi-Public) Spaces** – These areas may be open to visitors under specific conditions but remain under College control.
 - Dining Commons (*private except during an advertised public events*)
 - Auditoriums, atriums, and theatres (*private except during ticketed or advertised public events*)
 - Chapels (*public during Mass only*)
 - Athletic venues (*private except during ticketed or advertised public events*)

B. Visitor Access

- Visitors may only enter public and limited public spaces unless invited into a private space by someone authorized to issue an invitation or consistent with Policy 3108, Guests.
- Unauthorized entry into private spaces is strictly prohibited, considered an unlawful trespass, and may result in removal from campus.
- The College reserves the right to restrict access to any area at any time for security, safety, or operational reasons.

III. Outside Law Enforcement Access Procedures

A. Campus Police Coordination

- Outside law enforcement agencies are expected to coordinate with Campus Police before engaging in law enforcement activity on campus, except in emergencies.
- Campus Police will serve as the primary liaison between external law enforcement and the College community.

B. Warrant and Consent Requirements

Stonehill College recognizes and respects the role of outside law enforcement in maintaining public safety while also upholding the privacy rights of our students and employees. The following procedures govern outside law enforcement access to campus (Campus police maintain permission to access all areas of campus at all times, restricted only by operation of law):

1. **Public Spaces** – Law enforcement may enter and operate in public areas without a warrant.
2. **Private Spaces** – Law enforcement **must obtain a warrant or institutional consent** (see Section C below) before entering private spaces unless an exception under federal or state law applies.
3. **Limited Public Spaces** – Officers **may enter freely while the space is open to the public** but require a **warrant or institutional consent** when the space is closed or restricted.

Exceptions Where a Warrant May Not Be Required:

- **Exigent Circumstances** – Law enforcement may enter without a warrant if there is an emergency, such as a threat to life, active criminal activity, or a fire.
- **Fresh and Continued Pursuit** – If law enforcement is actively pursuing a suspect, they may enter a private space without prior approval.
- **Consent from the College** – If the College (through an authorized official) grants permission.
- **Plain View Doctrine** – If law enforcement lawfully observes evidence of a crime.
- **Community Caretaking Function** – Law Enforcement may enter to provide emergency assistance.

C. Institutional Consent Requirement

- **Students, faculty, and staff DO NOT have the authority to consent to outside law enforcement entry into private spaces, except that students may consent to entry into their own resident hall room consistent with Policy 3108, Guests.**
- Any request for outside law enforcement access to a private space must be directed to the Chief of Campus Police and the General Counsel or their designated representative(s) – who are the

authorized officials – consistent with the [August 9, 2017 Memorandum entitled Responding to Requests for Information](#). As stated in the memorandum, if law enforcement presents a warrant, Campus Police and the General Counsel’s Office must review its validity before granting access.

IV. Compliance and Questions

All members of the Stonehill College community should familiarize themselves with these access procedures. If you have any questions or require clarification, please contact the Office of the General Counsel.

Thank you for your cooperation in maintaining a safe and secure campus environment.