



### **General Substance Search Procedure**

The Interfraternity Council Executive Officers at Oklahoma State University are called upon through their respective roles to enforce the Substance Abuse Policy signed by the member organizations of the Oklahoma State Interfraternity Council. The following guidelines provide a general overview of the search procedure as utilized by the Executive Officers.

- The Internal Vice President will be the organizing officer for all searches.
- The time and date of additional searches deemed necessary by Student Support and Conduct or the Interfraternity Judicial Board will be at the discretion of the Internal Vice President.
- Chapter houses selected to be searched may be done at random or as deemed necessary by the IFC Executive Officers.
- Each chapter may be inspected multiple times each semester, due to the randomness of the selection procedure.
- Which chapter houses are selected to be searched must be done at random (Random generator, drawing from a hat, ect.) and will not be revealed to the rest of the IFC Executive Officers until the start of the search.
- If one of the IFC Executive Officers on the search team is a member of the selected chapter, that officer will be unable to participate in the search or even be on premises during the time of the search.
- Due to varying schedules, the date and time of the search is left up to the discretion of the IFC Executive Officers participating in the search.
- Medical marijuana is considered a prohibited substance.
- Upon arriving to conduct a search, the IFC Executive Officers will request that the highest ranking chapter officers on premises accompany them on the search and provide any support requested by the search team.
- If the IFC Executive Officers choose to split up during the search, each IFC Executive Officer may not proceed with the search until a chapter officer is accompanying them both throughout the remainder of the search.
- While on the search, IFC Executive Officers are able to request that any locked doors, cabinets, coolers, cars, refrigerators or any other locked items be opened to check for substances not permitted on chapter property.
- If a locked item is unable to be opened, more likely than not, it will not be considered an automatic fail.
- Executive Officers are permitted to search any and all chapter property. However, due to the special significance of some “chapter rooms” in ritual ceremonies, an alumni member or advisor to the chapter may be called upon to check these specific areas in lieu of a search by the IFC Executive Officers.
- If a non-permissible substance is found on chapter property during a search, it will be documented on the IFC Inspection Form provided by the IFC Executive Officers. This

form is to be completed at the time of the search and must be signed by the ranking officer present during the time of the search. If the form is unable to be generated during the time of the search, a written statement, documenting that a substance was found as well as the quantity of said substance found and signed by the ranking officer on premises and an IFC Executive Officer conducting the search, will suffice in lieu of the IFC Inspection Form. The form (whether it is generated on-site or is the IFC Inspection Form) will have a portion dedicated to comments from the ranking chapter officer; these comments (as well as the form) will be provided to the Judicial Board Justices at the time of the hearing for the infraction. This document will be on file in the Office of Fraternity and Sorority Affairs within one (1) business day following the search and is available on request.

- For further information regarding searches, please consult the OSU Interfraternity Council Substance Policy.