**Number: MISC-607**

**Policy Number (if applicable):**

**Office of Primary Responsibility:** Campus Safety

**Title of Procedure:** Daily Lake Snowden Campsite Check

**Effective Date:** 9/30/2023

**Revised Date:**

**Reviewed Date:**

**Purpose:** Procedure for checking Lake Snowden Campsites

Hocking College Police Department Dispatch will pull a report from the College’s campsite reservation software (ResNexus) on a daily basis. The report will show which campsites have been rented and which campsites are vacant.

Dispatch will provide this report to an Officer, who will then go to the Lake Snowden campground and confirm that only rented campsites are occupied. The Officer will keep a log indicating all of their findings.

The Officer will approach all campers who are located in a “vacant” spot and ask for proof that they have rented the spot. It’s possible that a camper incorrectly located their campsite or rented the spot after the report was pulled, and so the Officer should have a “customer service” mindset in speaking to the campers. Any campers in the wrong spot should be asked to move to the correct location. Any campers who did not pay should have their names, addresses, and phone numbers recorded. They should be informed that they will invoiced for their campsite plus a fine for failure to reserve the campsite.

Any spots which appear occupied but no campers are present will be documented in the log.

At the end of the walk through, the Officer will provide their dispatcher with their log, including name/address/phone number information for anyone who should be invoiced.

The Dispatcher will provide a copy of all logs to the Fiscal Office (for invoicing) and the Park Manager (for informational purposes).