



SOWELA
TECHNICAL COMMUNITY COLLEGE
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TITLE: Law Enforcement Access to Campus for Investigative Contact

EFFECTIVE DATE: May 6, 2009

LAST REVISION: Initial

Policy No. 4.001.1

Policy Statement

This policy is established to assist faculty and staff in complying with requests from federal, state, and local law enforcement agencies who may wish to access the Sowela Technical Community College campus for investigative contact (i.e., to question, arrest) or to issue a subpoena or other judicial orders with faculty, staff, or students. Sowela Technical Community College will not inhibit the progress of an investigation, however, the College will require a subpoena, search warrant, or other court order for all information released to law enforcement agencies, except for student directory information. Student directory information may be released unless a student has specifically requested that it not be released. To ensure that the dignity of all concerned parties is maintained and that the College remains compliant to regulatory guidelines, the procedures below will be followed:

Procedure for Law Enforcement Seeking Faculty or Staff Contact

- Law enforcement agent(s) seeking access to the Sowela Technical Community College campus to investigate (i.e., question, arrest) a faculty or staff member or to deliver a subpoena, search warrant, or other court order, should first be directed to the Executive Team Member with supervisory responsibility for Campus Security, the Director of Facilities, Planning, and Management, or to call (337) 491-2869.
- The Director of Facilities, Planning, and Management will assess the situation to determine the nature of the request.
- If it is determined that sufficient evidence (i.e., arrest warrant, search order, or other court order) is provided by the investigative agent(s), the Director of Facilities, Planning, and Management will contact the Human Resources Office to ascertain the office location of the faculty or staff member and to assist in contacting the faculty or staff member

- The Director of Facilities, Planning, and Maintenance or the Director of Human Resources or a designee will escort the faculty or staff member to the Campus Security office to meet with the investigative officer(s).

Procedure for Law Enforcement Seeking Student Contact

- Law enforcement agent(s) seeking access to the Sowela Technical Community College campus to seek information about a student, or to conduct an investigation, or to deliver a subpoena, search warrant or other court order should first be directed to the Executive Team Member with supervisory responsibility for Campus Security, the Director of Facilities, Planning, and Management, or to call (337) 491-2869.
- The Director of Facilities, Planning, and Management will assess the situation to determine the nature of the request.
- If it is determined that sufficient evidence (i.e., arrest warrant, search order, or other court order) is provided by the investigative agent(s), the Director of Facilities, Planning, and Management will contact the Vice Chancellor for Academic and Student Affairs and/or the Executive Dean of Enrollment Management who will provide guidance to ensure that the rights of students are protected.
- In the absence of a judicial order, the Executive Dean of Enrollment Management or designee will confirm whether the student in question has chosen to release directory information and will release information accordingly.
- The Vice Chancellor for Academic and Student Affairs or designee will contact the faculty member to alert them that the student should be excused from class and should bring their personal effects with them.
- The Vice Chancellor for Academic and Student Affairs or designee will escort the student to the Campus Security Office to meet with the investigative officer(s).

Definition of Directory Information

Directory information at Sowela Technical Community College includes name, address, telephone phone number, date and place of birth, honors and awards, and dates of attendance.

Source of Policy: Director of Facilities, Planning, and Management
Responsible Administrator: Director Facilities, Planning, and Management
Related Policy: N/A

LCTCS Policy Reference: N/A
LCTCS Guideline Reference: NA

Approved by:
Chancellor



Date: 5.06.09