I. PURPOSE

To provide a procedure for handling requests that students be notified for emergencies or law enforcement purposes. This procedure applies to all requests by non-College affiliated individuals regardless of their stated relationship to the student.

II. PROCEDURE

A. A request by a non-College affiliated individual that a student be contacted for reason of an emergency or law enforcement purpose will be referred to the Student Dean’s Office. In the absence of a Student Dean or designee, the request should be referred to the applicable Security Office. The Student Dean or a designee will determine the nature of the emergency. If an emergency involving life, health or safety is determined to exist, a reasonable effort will be made by the Student Dean or designee to locate and notify the student.

B. The individual making the request will remain in the Student Dean’s Office or applicable Security Office.

C. When law enforcement officers are conducting an official investigation with appropriate documentation present a warrant on campus, they shall be referred to the Student Dean’s Office. Based on the documentation presented by the law enforcement officers, the Student Dean or designee will determine the appropriate action to be taken that may include, but not be limited to depending removal of the student from class and bringing the student to an
agreed location or requesting the law enforcement officer to accompany the Student Dean or
designee to the class location.

D. When the Student Dean's Office is closed, campus security will handle all requests under this
Procedure.