

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 4080

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**PROCEDURE TITLE:** Handling of Personal Emergencies for Students

**STATUTORY REFERENCE:** FLORIDA STATUTE 1002.22

**BASED ON POLICY:** IV-5 Students Rights and Responsibilities

**EFFECTIVE DATE:** September 15, 1969

**LAST REVISION DATE:** ~~January 13, 2004~~, March 11, 2024

**LAST REVIEW DATE:** ~~January 13, 2004~~, April 26, 2024


## **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 Dean of Students Office. In the absence of a Dean of Students or designee, the request should be referred to the applicable Public Safety Office. The Dean of Students 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 Dean of Students or designee to locate and notify the student.
- B. The individual making the request will remain in the Dean of Students Office or applicable Public Safety 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 Dean of Students Office. Based on the documentation presented by the law enforcement officers, the Dean of Students or designee will determine the appropriate action to be taken that may include, but not be limited to, removal of the student from class and bringing the student to an agreed location or requesting the law enforcement officer to accompany the Dean of Students or designee to the class location.

- D. When the Dean of Students Office is closed, campus Public Safety will handle all requests under this Procedure.

	04/26/2024
<b>PRESIDENT</b>	<b>DATE</b>