

Law Enforcement and/or Legal Contacts	Procedure Number	541
	Effective Date	1-1-19

1.0 PURPOSE

Establish process for persons serving legal documents to individuals (i.e., students) on campus.

2.0 REVISION HISTORY

Adopted on:
 July 1993
 Reviewed on:
 September 2014
 Dec 10, 2018

3.0 PERSONS AFFECTED

Officials on campus serving warrants, subpoenas, court documents, or other legal materials.

4.0 DEFINITIONS

5.0 PROCEDURES

- A. Any official coming to campus to carry out warrants, serve subpoenas, court documents, or other legal materials should contact the Office of Police and Public Safety. The Chief of Police or his designee will work with such officials to serve documents in the most confidential way possible.
- B. Any written request for student judicial records should be forwarded as soon as possible to the Dean of Student Affairs.
- C. Any person coming to campus to check the discipline background of a student should be directed to the Dean of Student Affairs.
- D. Any individual who identifies over the phone as representing law enforcement or any legal entity requesting information must only be given information listed as DIRECTORY INFORMATION in the Student Record Policy. Additional information will require either a subpoena or a signed consent from the student. Persons requesting such information must be referred to the Dean of Student Affairs. The following is set forth as directory information:
 - Student Name
 - Address
 - E-mail address
 - Dates of attendance
 - Major field of study
 - Full- or part-time status
 - Telephone

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	July 1993
Ratified by:	PTC Student Services Mason Campbell, UA-PTC Dean of Student Affairs	Sept 2014 Dec 10, 2018
Recommended by Chancellor (Signature)	Margaret Ellibee	Jan 1, 2019
UA Policy Alignment:		