

10:04:01:00 Response to Subpoenas and Search Warrants

Purpose:

The purpose of this policy is to describe the procedures expected to be followed in response to receiving a subpoena or search warrant regarding Dyersburg State Community College (DSCC).

Scope:

This policy applies to those employees who receive a subpoena or search warrant in regard to the College. This does not include those subpoenas received for the disclosure of student records.

Policy:

If a law enforcement officer presents a subpoena or search warrant:

- Refer the officer to the Chief of Campus Police & Security.

All DSCC staff involved in the process of responding to a subpoena or search warrant for institutional records presented by a law enforcement officer have the duty to maintain the confidentiality of the request such that the matter may only be discussed with individuals who have a legitimate business need to know. DSCC will maintain accurate, comprehensive, and confidential written documentation of each request.

A subpoena or search warrant could be presented at non-standard times such as weekends and late nights (not likely to occur). The Chief of Campus Police & Security will call the TBR Office of the General Counsel or the AVC for Campus Safety & Security & Exec. Dir. of Law Enforcement and leave a detailed voicemail message explaining the urgency of the situation, as necessary.

Compliance:

All faculty and staff are expected to adhere to this policy.

Definitions:

Subpoena – legal document requiring a specific person to appear at a particular time and place to testify as a witness and/or produce documents in the control of the witness (“subpoena duces tecum”). A subpoena is used to obtain testimony from a witness at both depositions (testimony under oath taken outside of court) and at trial.

Search Warrant – judicial document authorizing law enforcement officers to conduct searches of people, locations or vehicles in order to obtain evidence for presentation in criminal prosecutions.

Revision History:

Policy written in 2001. Policy revised April, 2013; approved by Administrative Council on 4/25/2024.