



Rowan College of South Jersey

Administrative Procedure: 8605

ADMINISTRATIVE, JUDICIAL ORDERS, AND LAW ENFORCEMENT COMPLIANCE

Rowan College of South Jersey (“RCSJ” or “College”) is committed to ensuring its students, employees, and College community members can safely participate in daily operations and activities on its campuses, including other venue locations for College-sponsored events. Judicial and law enforcement resources are an essential component for safeguarding the health, safety, and welfare of the entire College community.

Below are internal administrative procedures for RCSJ employees to follow if approached by law enforcement officers from local, county, state, or federal agencies displaying a warrant or citing emergency situations requiring immediate action.

1. Contact Campus Office of Safety and Security

- a. Employees are to contact Campus Security who will handle the request for official identification to confirm law enforcement officers’ credentials.
- b. Campus Security will contact the campus Point of Contact (“POC”) for further assistance with documentation verification.
- c. The RCSJ College employee affected during this encounter will also notify their immediate supervisor as soon as possible.
- d. If an employee is working at an offsite location where the RCSJ’s safety and security officers are not available (e.g., a clinical site), they should follow that venue’s security protocol by notifying the on-site security personnel. In such cases, the employee must also inform RCSJ’s Point of Contact (POC) and supervisor as soon as possible.

2. Point of Contact (“POC”)

- a. The POC will assess the situation and determine documentation legitimacy and the level of institutional compliance.
- b. College counsel will be consulted by the POC and the President, as the situation warrants.

