

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.

3. Requests for Information

- a. No student, employee, or College community member is to disclose or discuss any information about other students, employees, or College community members.
- Family Education Rights and Privacy Act (FERPA) protects student records, except in emergency situations requiring immediate action, legal court orders, and/or subpoenas. <u>See References section below – 8109 Student Records</u>.

4. Document the Encounter

- a. Document details of the encounter such as law enforcement officers' names, badge numbers, agency affiliations, the date and time.
- b. Note the specific areas the law enforcement officers accessed, and any materials reviewed or removed from the premises.
- c. Documentation should be submitted to the POC as soon as possible. (see section 7. *Follow Up* below).

5. Avoid Obstruction

- a. Do not physically interfere with the law enforcement officers' activities.
- b. Employees are to contact Campus Security who will handle the request for official identification to confirm the law enforcement officers' credentials.

6. Provide Support to Affected Individuals

a. Direct students, employees, and College community members to resources for support such as the Center for Wellness and Support (CWS) for students and the Employee Assistance Program (EAP) for employees.

7. Follow Up

- a. Employees are to submit a detailed report of the encounter to the POC (see section 4. *Document the Encounter* above).
- b. Employees are to actively participate in all debriefings and/or reviews to improve future responses, as requested.

Area: Student Services Approved: 02/18/25

President's Authorization:

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References:

- Rowan College of South Jersey Board of Trustees Policy Manual, 2009 Open Public Access to Records, 8109 Student Records, and 8605 Administrative, Judicial Orders, and Law Enforcement Compliance
- Rowan College of South Jersey Administrative Procedure and 2009 Open Public Access to Records, 8109 Student Records

Administrative Procedure: 8605 Administrative, Judicial Orders, and Law Enforcement Compliance