College staff will cooperate with law enforcement agencies in the official performance of their duties.

Unless there is no other practical alternative to reaching the person, law enforcement officials needing to make contact with a student or staff member, while the person is on campus, will be permitted to make contact provided there is no disruption to educational activities. If a law enforcement official seeks to contact a person on campus, they shall first contact the President/District Director or his/her designee who will check the law enforcement officials’ identification and determine the purpose and necessity of the contact. Once it has been determined that the contact is necessary, appropriate actions will be taken to assist law enforcement officials in locating the person being sought.

The College shall also cooperate with law enforcement officials by providing information about a person as may be required by law. The release of student records to law enforcement personnel is outlined in District Board Policy J-920 – Student Records – Privacy. Law enforcement officials seeking student record information should contact the Student Services Office. Staff records will be provided as required by federal and state laws. Law enforcement officials seeking staff personnel file information should contact the Human Resources Office.

The College shall not knowingly participate in any investigation that violates the rights of students or staff.

Ref: District Board Policy J-920 – Student Records – Privacy
     District Board Policy K-210 – Public Records Law

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