

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Finance and Administration**

**POLICY/PROCEDURE: Guidelines for Law Enforcement Contacts**

**DATE: March 1,1993**

**NUMBER: 3.35**

**REVISION(S): 12/19/94**

**Purpose**

Ouachita Technical College is an educational institution that attempts to serve the many educational needs of its clientele. It is the intention of the College that this process remain uninterrupted to all extent possible.

**Policy**

1. Any individual who identifies over the phone as representing law enforcement and requesting information should be required to give name, title, and department for College verification. No information would be given over the phone before verification is made.
2. An officer who comes to the campus requesting to see a student should provide proper and official identification.
3. Classes should be disrupted as little as possible and respect should be given to the student's rights to confidentiality. Unless an emergency exists, the officer should wait in the office of the Provost and the student summoned to that office by College staff.
4. Under all circumstances the officer should make arrival to the campus known to College officials.

AUTHENTICATION (Signature):

COPP

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President

12/19/94  
(Date)

**3.35**