

College Procedure: 304.24 – Acceptance of Legal Documentation and Law Enforcement Visits

Policy Reference: 304 – Campus Safety and Security
Responsible Department: Facilities and Public Safety
Approval Authority: Cabinet
Procedure Owner: Vice President, Facilities and Public Safety
Effective Date: TBD

Version Number: 1
Legal Counsel Reviewed (yes/no): N/A
Legal Reference(s): N/A
Scope: College-wide

Reason for Procedure

Kirkwood Community College is committed to fostering a safe and secure environment for all members of the campus community. As a public institution of higher education, the college will comply with all local, state, and federal laws in the performance of its duties. No employee or student is authorized to accept legal documents on behalf of Kirkwood College. Any legal document presented should be immediately referred to the Office of Public Safety. The Public Safety officer or dispatcher is required to notify the Director of Public Safety or their designee about the receipt of the document.

Additionally, this policy establishes procedures for handling law enforcement requests, ensuring compliance with FERPA (Family Educational Rights and Privacy Act) and institutional policies while minimizing disruptions to college operations.

The Procedure

Objective

To manage all legal documents and law enforcement visits in a legally compliant manner, ensuring the protection and rights of the college community while minimizing disruptions to college operations. This policy applies to all employees, students, and officials of Kirkwood College.

Definitions

Legal Documents - Includes subpoenas, summons, complaints, warrants, and other legal orders requiring a response or action from the college. Requests for student records, including those related to applications to educational institutions outside of Kirkwood College, should be directed to the Registrar's Office.

Law Enforcement Officials - Refers to officers from local, state, or federal agencies who may visit the campus for official duties, including serving arrest warrants and requesting student information.

Handling Law Enforcement Visits for Serving Arrest Warrants

Initial Contact: Law enforcement officials visiting the campus to serve an arrest warrant should be directed to the Office of Public Safety whenever possible.

Verification & Notification: The Public Safety officer or dispatcher will verify the officer's credentials and the warrant and immediately notify the Director of Public Safety or their designee.

Consultation & Action: The Director of Public Safety, or their designee, will consult with senior leadership and/or the college's legal counsel to determine the appropriate course of action. Absent exigent circumstances, the director will consult with the necessary college officials.

Minimizing Disruption: Law enforcement should be directed to a private, low-traffic area while their request is being processed to prevent unnecessary disruption or embarrassment to the individual involved.

Law Enforcement Jurisdiction and Coordination:

Law enforcement agencies have the jurisdiction to enter campus and conduct official duties as required by law. While the college cannot prohibit law enforcement from executing lawful actions on campus, officers are strongly encouraged to coordinate with the Office of Public Safety upon arrival.

Public Safety may assist in locating or escorting an individual to law enforcement if necessary, ensuring the process is handled as safely and discreetly as possible.

Handling Law Enforcement Requests for Student Information

Initial Request:

- Ask for the officer's name and agency affiliation.
- Inform them that someone will assist them shortly and direct them to a waiting area.
- Immediately notify the Office of Public Safety and the Dean of Students or designated administrator for guidance.

Determining Compliance:

- If law enforcement presents a valid warrant or subpoena, the college will comply with the legal request.
- If no warrant or subpoena is provided, only directory information can be shared, per FERPA guidelines.
- Directory Information includes: Name, address, telephone number, dates of attendance, class rank, email address, current enrollment status, awards/honors, activities/sports, height/weight for athletes, and full/part-time status.

- If the student has opted out of directory information, no information can be released.
- Employees should verify student opt-out status using the college system before providing any information.

Handling Arrests on Campus

Notification of Media Relations:

- If a student or employee is detained or arrested on campus. The Director of Public Safety will notify Media Relations leadership.
- Media Relations and the college administration will determine an appropriate response strategy in accordance with institutional policies.

Documentation and Reporting:

- The Office of Public Safety must document all details of the interaction, including:
 - The identity of the law enforcement officer(s) involved
 - The nature of the legal document or request
 - The date, time, and location of the interaction
- Documentation should be forwarded to the Director of Public Safety or their designee.

Training and Compliance

Employee Training:

- All college employees will receive annual training on this policy to ensure they understand:
 - Their responsibilities in responding to legal requests
 - FERPA compliance and student privacy protections
 - Proper procedures for handling law enforcement interactions
- This training will be incorporated into new employee orientation materials

Student Awareness:

- The college will periodically inform students about their FERPA rights and options to opt out of directory information.

Legal References (Code of Iowa)

IOWA CODE CHAPTER 22: EXAMINATION OF PUBLIC RECORDS (OPEN RECORDS LAW)

IOWA CODE CHAPTER 256: REGULATIONS ON EDUCATION

IOWA CODE CHAPTER 808: SEARCH AND SEIZURE LAWS, PARTICULARLY REGARDING WARRANTS

Legal References (Federal Code)

LEGAL REFERENCE (FEDERAL CODE)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): 20 U.S.C. § 1232G; 34 CFR PART 99

FEDERAL RULES OF CIVIL PROCEDURE, RULE 45 (FOR SUBPOENAS)

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	03/21/2025	Cabinet	New Procedure