SUMMARY:

The President, Chief of Public Safety and University Counsel are the primary contacts for any interaction with any entity of the judicial system.

POLICY:

I. The President, Chief of Public Safety and University Counsel are the sole contacts for any interaction with any entity of the judicial system (attorneys, magistrates, law enforcement agencies, judges and the like) and are responsible for the coordination of such interaction for any University-related matters.

A. Notification to the Chief of Public Safety – When an employee of the University is contacted in any manner by an entity of the judicial system regarding criminal investigations, litigation or other judicial action or procedures concerning the University or University-related matters, he or she must immediately notify the Chief of Public Safety.

B. Subpoenas
   1. The serving of any subpoena should be made upon the Office of University Counsel. See UNIV-LEGL 452 Subpoenas.

C. Coordination and Liaison with Federal, State, County and City Law Enforcement Agencies
   1. The Department of Public Safety will conduct or coordinate appropriate investigations; will coordinate and act as liaison with all Federal, State, County, City or other law enforcement agencies or other judicial entities; will maintain appropriate files and records of all actions taken; and will provide further assistance as needed to individuals (faculty, staff, students and visitors) of the campus who are involved in any type of investigation or other judicial action affecting the University.
2. It is the general policy that in cases where the University is the “victim,” University officials may have input into the handling and/or disposition of the case, but in cases where the University is not the “victim,” University officials will not have input into the handling and/or disposition of the case.

II. AUTHORITATIVE DOCUMENT APPLICABLE TO THE DEPARTMENT OF PUBLIC SAFETY

A. The document used by the Department of Public Safety is incorporated herein by reference to the extent that its contents in no way conflict with University policies, procedures, rules or regulations; or Federal, State or County laws, rules or regulations. The document is for use primarily by the Department of Public Safety and not universitywide departments as a whole. It is as follows:

1. Coastal Carolina University Department of Public Safety General Orders Manual, an internal document for use by the personnel of that department.