



Policy Title:	University Interaction with the Judicial System
Policy Number:	UNIV-451
Revision Date:	December 2019
Policies Superseded:	1802; FINA-502
Policy Management Area(s):	University Counsel

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 of Investigation or Other Criminal Procedure
When an employee of the University is contacted in any manner by an entity of the judicial system regarding criminal investigations or other criminal procedures concerning the University or University-related matters, they must immediately notify the chief of Public Safety and University counsel.
 - B. Notification of Litigation or Noncriminal Judicial Action
When an employee of the University is contacted in any manner by an entity of the judicial system regarding litigation or other noncriminal judicial actions concerning the University or University-related matters, they must immediately notify University counsel.
 - C. Subpoenas
 1. The serving of any subpoena should be made upon University counsel. See [UNIV- 452 Subpoenas and Other Official Correspondence](#).
 - D. 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 and prosecutors' offices; will maintain appropriate files and records of all actions taken; and may provide further

assistance as appropriate to individuals (faculty, staff, students, and visitors) of the campus who are involved in any type of investigation or prosecutorial action involving the University.

2. In the event of investigations or judicial actions where the University is the “victim,” or otherwise concerning University-related matters, the president, chief of Public Safety, and University counsel, as well as other University officials as needed, will 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.
3. In the event of investigations or judicial actions where the University is not the “victim,” or that do not concern University-related matters, University officials will not have input into the handling and/or disposition of the case. Such matters will be addressed by the Department of Public Safety and in consultation with University counsel as appropriate.

E. Liaison and Interaction with Federal, State, County, and Municipal Courts and Administrative Agencies

University counsel shall serve as liaison and will conduct or coordinate all interactions with any federal, state, county, or municipal court, or administrative agency regarding litigation or other judicial actions or procedures concerning the University or University-related matters.