

University of St. Thomas Policies

WARRANTS AND ARRESTS OF EMPLOYEES Policy Number: H.04.09

SCOPE

All employees.

PURPOSE

To establish guidelines for serving warrants on employees.

POLICY/PROCEDURE

The University of Saint Thomas will assist law enforcement agencies in carrying out their duties while minimizing disturbances to the campus community and preserving the confidentiality of employees' personal affairs.

Representatives of law enforcement agencies should be directed to the Chief of Security, the Associate Vice President of Administrative Services or the appropriate department head who will facilitate locating the employee. Whenever possible, the warrant should be served in a private area so as to minimize disturbances and preserve confidentiality.

APPROVED: Dr. Robert Ivany

Date of Original Formation: 9/1/2010

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Effective Date: