
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: LAW ENFORCEMENT INTERACTIONS ON CAMPUS

NUMBER: PRO 7-21

REFERENCE: FL Statute 943.10(1)
20 USC 1232g
Administrative Procedure 2-18

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I. PURPOSE

To establish clear guidelines outlining responsibilities during law enforcement interactions and requests for information on LSSC campuses involving students, employees, or visitors.

II. RESPONSIBILITY

Oversight for this procedure falls under the supervision of the Vice President of Facilities Planning and Operations.

III. OBJECTIVES

To ensure that law enforcement interactions on campus property involving students, employees or visitors are handled in an appropriate manner by:

- a. Provide guidelines for law enforcement access to public and non-public areas
- b. Provide guidelines for releasing information to law enforcement
- c. Identify offices that require notification of law enforcement contact or presence on campus

IV. SCOPE

This policy applies to all LSSC students, employees, and visitors on campus. It governs interactions between law enforcement officers, visitors, and college personnel, including requests for information, campus access, and the execution of legal documents such as subpoenas, search warrants, and arrest warrants. The policy also outlines the responsibilities of designated college personnel in responding to law enforcement inquiries and requests.

V. DEFINITIONS

- a. **Law Enforcement Officer** – any person who is elected, appointed, or employed full-time by any municipality, the state, or any political subdivision thereof; who is authorized to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of criminal, traffic, or highway

laws. This definition also includes officers representing federal agencies.

- b. **Public Area** – a location that is open and accessible to the general public, including outdoor campus property and campus buildings, unless access is restricted or the area is designated as not for public use.
- c. **Directory Information** – student information that can be shared without the student's consent under FERPA. This information is not considered harmful or an invasion of privacy and may include:
 - 1. Name
 - 2. Address
 - 3. Phone number
 - 4. Date and place of birth
 - 5. Major field of study
 - 6. Enrollment status (full-time, part-time)
 - 7. Dates of attendance
 - 8. Participation in sports
 - 9. Degrees and awards
- d. **Warrant** – a legal document issued by a judge authorizing law enforcement to take specific action, such as making an arrest, searching a location, or seizing property.
- e. **Subpoena** – a legal order requiring an individual to provide testimony on a specific subject at a designated time and place or to produce documents or other tangible items.
- f. **Freedom of Information Act (FOIA) Request** - a request for access to college records. Anyone can submit a FOIA request, and the College must comply unless the requested records are exempt from disclosure. **Common FOIA exemptions include:**
 - 1. **Personal Privacy** – Records containing personal information that, if disclosed, would be an invasion of privacy (e.g., Social Security numbers, medical records, personnel files).
 - 2. **Law Enforcement & Investigatory Records** – Information that could interfere with enforcement proceedings, endanger individuals, or reveal confidential informants.
 - 3. **Educational Records (FERPA Protection)** – Student records protected under FERPA (e.g., grades, disciplinary records, student ID numbers) cannot be disclosed without consent.
 - 4. **Attorney-Client Privilege & Legal Matters** – Confidential legal communications and privileged attorney work products.
 - 5. **Trade Secrets & Confidential Business Information** – Proprietary or confidential financial and commercial information (e.g., contracts, patents, intellectual property).
 - 6. **National Security & Classified Information** – Records that could compromise national security or foreign relations.
 - 7. **Internal Personnel & Administrative Documents** – Internal memos, drafts, and communications not available to the public.
 - 8. **Financial Institution Information** – Sensitive data related to financial regulations and banking institutions.
 - 9. **Geological & Environmental Data** – Information on oil, gas, and mineral locations to prevent exploitation.

VI. LAW ENFORCEMENT ON CAMPUS

Law enforcement may arrive on campus for a variety of reasons. Whether or not they have been specifically requested, they may patrol campus on foot or in vehicles. They may be called to campus to investigate a complaint, respond to an emergency, or serve legal documents such as subpoenas, arrest warrants, or search warrants.

- a. **Law Enforcement in Public Access Areas** - Any area considered public access is also accessible to law enforcement. They may approach students, employees, or visitors in public access areas freely, and it is up to the individual being approached to decide whether to engage with the officer or not.
- b. **Law Enforcement in Non-Public Areas** - In areas not accessible to the public, such as offices, the individual in control of the space has the discretion to grant or deny access to law enforcement - unless there is an emergency or the officers present a valid warrant related to the space.
- c. **Law Enforcement Serving Search Warrants or Arrest Warrants**
 1. **Search Warrants** - Officers serving a search warrant must have a copy of the warrant and present it to college staff before taking any action, except in cases of emergency or public safety concerns. Any college employee presented with a search warrant should immediately notify the Executive Director of Campus Safety. The Executive Director or their designee will promptly respond to assess the situation and notify the Office of the President and the Vice President of Facilities Planning and Operations. If the warrant involves a student, the Vice President of Enrollment & Student Affairs will also be notified.
 2. **Arrest Warrants** - Officers serving an arrest warrant may or may not have a physical copy of the warrant. Any college employee in contact with officers attempting to make an arrest or presented with an arrest warrant should immediately notify the Executive Director of Campus Safety. The Executive Director or their designee will promptly respond to assess the situation and notify the Office of the President and the Vice President of Facilities Planning and Operations. If the arrest or warrant involves a student, the Vice President of Enrollment & Student Affairs will also be notified. If the arrest or warrant involves an employee, the Associate Vice President of Human Resources will also be notified.
- d. **Law Enforcement Serving Subpoenas** - Subpoenas may be served on campus. If you receive a subpoena related to appearance, testimony, or documents related to college business, notify the Custodian of Public Records at publicrecordsrequest@lssc.edu.
- e. **Law Enforcement Requesting Information**
 1. **Student Information:** Absent a subpoena or search warrant, FERPA regulations apply and only directory information may be provided to law enforcement.
 2. **Employee Information:** Any inquiries regarding employee information should be directed to the Associate Vice President of Human Resources.
- f. **Law Enforcement Freedom of Information Act (FOIA) Requests** - Any FOIA requests for Information should be directed to the Custodian of Public Records at publicrecordsrequest@lssc.edu for processing.