



Faculty and Staff Protocol When Presented with Warrants or Government Subpoenas

This *Faculty and Staff Protocol* is to be followed in the rare event an employee is presented with a warrant or government subpoena while on campus:

1. **Initial Response** – Remain calm and cooperative, and ask the individual/agent presenting the warrant or government subpoena for their contact information. Also request permission to photograph their government credentials and the warrant/subpoena.
2. **Explain Police Chief's Representation** – Politely inform the individual/agent that all warrants and government subpoenas must first be reviewed by Delgado's Chief of Campus Police or designee and ask them to kindly wait on their arrival shortly.
3. **Immediately Contact Campus Police** – Call **504-671-6111** to provide a detailed explanation of the situation so Campus Police can inform the appropriate officials.
4. **Do NOT attempt to physically block or interfere with the individual/agent** in the unlikely event that they refuse to cooperate.
5. **Do NOT hide or assist individuals in leaving, provide false information, or destroy documents**, because you will be subject to federal criminal charges for such actions. Be advised that a judicial warrant is from a judge and must be adhered to, and the failure to cooperate may result in legal actions against you or your arrest.

*Please be reminded that faculty and staff of Delgado Community College **must** comply with all laws, rules, and regulations.*