



Office of the President

1.1105 Handling Information Requests including Subpoenas and Warrants

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Policy Name

1.1105 Handling Information Requests including Subpoenas and Warrants

Purpose and Scope

Employees of the University may encounter outside persons requesting information from the University or presenting a subpoena or warrant. The purpose of this policy is to apply consistent procedures when employees encounter requests for information from the University regarding students or employees, present or former, or are presented with subpoenas or warrants.

Responsibilities

Title or Role	Definition and What They are Responsible For
Office of the President	Maintains and enforces this policy. Receives exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

All outside visitors (i) requesting information concerning employees, including present or former student employees, or (ii) carrying subpoenas or warrants must be sent to the Office of Human Resources as the first point of contact. The Office of Human Resources will contact the office where information is needed.

Outside visitors requesting former student information. or former student attendance at the University, visitors should be sent to the Registrar's Office. These visitors must have proper identification and a release from the student to receive information.

Responsibilities

The Office of Human Resources will be the clearing house for all subpoenas and warrants presented to any faculty or staff at the University. It is the responsibility of the employees of the University to send visitors with warrants or subpoenas to the Office of Human Resources as the first point of contact. It is also the responsibility of the employees of the University to send visitors, without warrants or subpoenas, to the proper office, as noted above, as the first point of contact.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Office of the President policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed		Description of Changes
3/14/2024		SLT Approval