



Muskegon Community College complies with the law when interacting with law enforcement and other legal authorities. The procedures below outline the guidelines our employees, students, and legal authorities should follow.

### Procedure for Responding to Legal Authorities

1. Stay calm and request identification of the person requesting information.  
Make copies of the identification(s) or other paperwork presented.
  - a. If none are provided, ask for their name, title, and badge number.
  - b. Notify leadership that legal authorities are on campus.
    - i. Inquiries regarding **students** must be presented to the **Dean of Student Success Dr. Patti D'Avignon**, 231-777-0341, Room 1045A. Legal Authorities may wait in Room 1045A during these reviews.
    - ii. Inquiries regarding **employees** must be presented to the **Chief Human Resources Officer Kristine Anderson**, 231-777-0447, Room 2109. Legal Authorities may wait in Room 2109 during these reviews.
    - iii. If this occurs after regular business hours, call **Campus Security**.
  - c. Campus leadership will ensure there is an appropriate basis to conduct actions on campus and review juridical requests and policies to verify they have been followed.
2. Let legal authorities know you are not authorized to allow them into any other area of the college but do not physically obstruct them.
3. **Do not share information about Muskegon Community College employees or students.**  
Tell them you are not authorized to respond to questions, but that the Dean of Student Success or Chief Human Resources Officer may be able to do so.
4. Document all steps of the process you are involved in.
  - a. Save your notes and share them with Dr. D'Avignon or Kristine Anderson.
5. Staff should comply with lawfully issued directives from legal authorities.

In the event of an unannounced visit from legal authorities, remain calm and courteous. While it is important to comply with lawfully issued directives that they may present, it is also important to know your rights.

### Remember

- Individuals (regardless of documentation status) hold certain U.S. Constitution protections, such as the right to remain silent and the right to legal counsel.
- If detained, ask for a lawyer immediately.
- If detained, you have the right to make a phone call.
- Keep important documents in a secure place and have a plan in case of an emergency.
- If presented with a warrant, review the warrant's scope.
- Do not consent to any search beyond the warrant's details.