



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

**GCC-4 Processing Warrants
 from Law Enforcement
 Agencies**

APPROVED: January 20, 1986 **REVISED:** September 1, 1995
Year of last review: 2021
AUTHORIZING BOARD POLICY: GCC

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish the guidelines in processing warrants, summons, and subpoenas of student and staff arrests from law enforcement agencies.

PROCEDURE:

I. Notifications

A warrant of arrest by any officer on a student or staff must be directed to the Department of Public Safety (DPS) before a warrant is served.

II. District Representation

A representative from the DPS will accompany the law enforcement officer to the designated location.

III. District Reporting Follow-up

The DPS will contact the appropriate Dean or Vice President and forward a report copy.