



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Subpoena of a College Employee
Procedure Number: 03-2005-0003
Board Policy Reference: IV.B.

Accountable Administrator: President
Position responsible for updating: Director, Human Resources
Original Date: November 4, 2005
Date Approved by Cabinet: 11-15-05
Authorizing Signature: *Signed original on file*
Dated: 11-15-05
Date Posted on Web: 07-15-09
Revised: 07-09
Reviewed: 08-18

Purpose/Principle/Definitions:

If during work time, a college employee is requested by a private processor and/or law enforcement official to provide direction to another college employee's workstation for the purposes of serving a subpoena, s/he shall do so. If possible, the person being requested to provide direction will escort the private processor and/or law enforcement official to the requested college employee's work station. If unable to do so, he or she will obtain another college employee to escort the private processor and/or law enforcement official.