



NO. 5037 DELIVERY OF A SUBPOENA TO A STUDENT

1.0 POLICY STATEMENT. Oklahoma City Community College (OCCC) desires to minimize classroom disruption during service of process on an OCCC student through cooperation with process servers.

2.0 PROCESS OF DELIVERY

2.1 A designated officer of the State of Oklahoma or federal court showing appropriate identification is encouraged to request assistance from a representative from the OCCC police department in order to verify appropriate authorization while demonstrating he or she is in possession of the official subpoena.

2.2 The OCCC police department will then request assistance from the Registrar, or his/her designee, in delivering the document to the student of OCCC.

2.3 The Registrar will verify that the student is currently enrolled at OCCC. If the student is enrolled and currently in an on-campus classroom, the Registrar will make every effort to contact the professor prior to showing up to the classroom in order to provide as much information as possible and to obtain attendance records for the student.

2.4 Upon identifying the location of the student, the Registrar and the OCCC police officer will make every effort to contact the student before or after class. If this is unfeasible, the Registrar and the OCCC police officer will meet at the classroom to request that the student be removed from class. It is the Registrar's responsibility to communicate with the faculty member and to make every effort to provide a calm and inconspicuous event while explaining to the student the service process.

2.5 Unless necessary to the safety and security of the OCCC community the serving official will not be taken to a student's classroom and a subpoena will not be served in any common areas.

2.6 The OCCC police officer will then escort the student to either the OCCC Police Department or the Registrar's Office where the papers will be served.

Effective: 01-20-1994

Revised: 11-30-2015

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