

## **4: LAW ENFORCEMENT POLICY AND PROCEDURES**

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- A.** This policy relates to inquiries from Federal, state, and local law enforcement agents and includes verbal inquiries, subpoenas, and search warrants.
- B.** General policy and protocol
1. No employee is authorized to release library information in response to requests by law enforcement officers.
  2. Only the Library Director is authorized to negotiate the disclosure of information to government investigators. In the absence of the Director the highest-ranking staff member is authorized.
  3. When presented with a court order the Library Director should ask to see the identification of the officer and document name and badge number. In the event that those claiming to be FBI or other agents refuse to show identification, contact the local police.
  4. After receiving the court order, the Library Director should immediately refer the order to the County Attorney for review and inform the Library Board.
  5. Monitor any search and seizures and document everything.
  6. If anything is seized during an investigation the law enforcement officers should provide the library with a receipt/inventory. If not, the library director should request a copy but should not sign any statement that the inventory is accurate or complete.
- C.** Sealed or secret court orders
1. If the judicial process is secret or “sealed” it means that the recipient cannot publicly disclose the existence of the order or the information provided; however, the Library Director, County Attorney, and Library Board can be notified.
- D.** Search Warrants
1. If the court order is in the form of a search warrant it is executable immediately. Ask the issuing officer to wait for the Library Director. The Director should ask to have the County Attorney present before the search begins in order to allow the attorney an opportunity to examine the warrant and to assure that the search conforms to the terms of the search warrant.

*Amended March 13, 2003*