

<b>Policy:</b> Affidavits Regarding Illegal Activities	<b>Number:</b> 619.02
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Any Ingram State Technical College employee who witnesses an employee(s) engaging in illegal activity is required to complete a signed and notarized affidavit concerning such illegal activity. The affidavit should be detailed enough to serve in lieu of personal testimony if needed during a Students First proceedings.

Any Ingram State Technical College employee who witnesses a student(s) engaging in violation of any student conduct code or illegal activity shall be required to complete a Student Code of Conduct Violation Report. The original report should be turned in to the Center/Facility Director for appropriate processing. The employee should maintain a copy for his/her personal records. The report should be detailed enough to serve in lieu of personal testimony if needed during ADOC disciplinary proceedings.

***Copies of the Affidavits Regarding Illegal Activities may be obtained at the College's Human Resources office.***