



## BAY REGION

### SEARCH WARRANT

1. Check the agents ID and look at the Search Warrant.
2. Politely tell the agent who presents the document that you wish to call a supervisor and ask if they would wait until a supervisor arrives.  
(Asking does not mean they will wait, but you should ask.)
3. Dial emergency phone number (East Campus = 2-2-2-2-2, West Campus = 1-1-1-1) or 894-3000 and ask the operator to contact the Corporate Compliance Officer, or the Risk Manager immediately, if neither are available, contact the administrator on-call, the director of the product line, or the President of the corporation involved.
4. If the agent will not wait until a supervisor arrives take them to the area designated on the search warrant. Record agent's name, organization and badge number.
5. Meanwhile stop working if possible, stay calm, and keep your hands in clear sight. Do not conceal, destroy, or alter any documents.
6. Do not interfere with the search or it may be viewed as obstruction of justice. Take notes on where the agent(s) go and what records are taken.
7. Law enforcement officials have the right to destroy property to execute the warrant.
8. You are not obligated to talk with an investigator or grant an interview unless subpoenaed. It is your choice. McLaren-Bay Region will provide an attorney for you if the investigation is related to your employment at McLaren-Bay Region.
9. If you choose not to talk with an investigator, politely indicate that you would like to speak to an attorney before answering any questions.
10. If you choose to speak to an investigator without an attorney, tell the truth. Avoid making speculations or guesses. Simple statements that seem harmless at this time may be used as evidence.
11. Some employees may be asked to assist in the search, others may be sent home, or asked to go to other areas if possible. If you are sent home provide the supervisor with a telephone number where you may be reached.
12. Do not discuss the warrant with the media, friends, family, or co-workers because you may become a witness. You don't know who is listening to your conversations.