

## **Guidelines on Responding to on site Law Enforcement, Government Agency, or other Legal Inquiries**

Please follow these specific guidelines when responding to a request from Law Enforcement, government agents or other inquiries for information on a student or an employee of the University. No information should be shared with the off campus entity without following the steps listed below.

If an Officer, Agent or other individual appears on campus, the front desk staff should just let the officer know the University has procedures to follow and alert your supervisor.

Contact and advise DPS at 5111 and Office of General Counsel at 5142 of the location and nature of the request. You should contact General Counsel & DPS even if you are asked not to do so by the requester.

Be polite but refrain from small talk with the government representative. You can let the requester know that you do not have any authority to consent to anything or to accept service of documents.

General Counsel will advise on what information may legally be shared

Campus police will verify the credentials of the Law Enforcement or other official.

If the request is for immigration information, then after notifying DPS and GC please notify the Office of International Student and Scholar Services at 5617.

No information may be given to the requester w/o the approval of the General Counsel.

If the person is simply trying to serve a subpoena, please direct the person to the Office of General Counsel in 280 Leahy.