

## University of Puget Sound

### Response Guide for in-person or written/telephone requests from Federal or State Agents

Federal, State, local law enforcement agents or inspectors may come to campus as part of an investigation seeking information from, or about university faculty, staff, or students. They may also send an email or other written correspondence requesting such information or contact you by telephone. These visits or inquiries most commonly relate to issues of legal compliance, domestic partner matters, immigration, or national security.

It is important these requests are handled correctly to both protect the legal and civil rights of university community members and comply with federal and state law and with local ordinances. This Response Guide provides initial guidance for campus community members if they are contacted by law enforcement agents and inspectors.

#### What to do if:

##### *Federal or state agents contact you, in person, at your department or office*

Calmly explain the university has procedures for such inquiries and ask the agent or officer to have a seat in an appropriate waiting area.

Contact Security Services (253.879.3311) to report the nature of the inquiry and request assistance. During daytime hours, the Director or Assistant Director of Security Services will be dispatched to assist you. After 5:00 p.m., Security services will send a Lead Campus Safety Officer to help. Lead Campus Safety Officers will communicate with the Director if dispatched to assist law enforcement on campus after hours. While waiting for Security Services to arrive, it is okay, if necessary, to share with the agent or officer that the university supports law enforcement inquiries or investigations to the extent possible, but that you must follow internal policies.

Upon arrival, Security Services will verify agent or officer credentials, gather information about the request, and contact General Counsel. Throughout the process you should follow the direction of Security Services and/or General Counsel.

##### *Federal or state agents contact you by telephone or in writing*

At any time, for a variety of reasons (emergent or non-emergent), you may be asked by a government official for personal information about a faculty member, staff member, or student. It may be necessary to release certain information under certain conditions and circumstances.

Forward all written or telephone requests to General Counsel and Risk Management (GCRM). GCRM will work with Security Services, Student Affairs, Human Resources and any other appropriate offices to respond to the request or advise you on how to do so.

#### Helpful University Contacts:

Security Services (24 hrs.) 253.879.3311

General Counsel & Risk Management (business hrs.) 253.879.2735 or [generalcounsel@pugetsound.edu](mailto:generalcounsel@pugetsound.edu)

Student Affairs and Dean of Students (business hrs.) 253.879.3360 or [dos@pugetsound.edu](mailto:dos@pugetsound.edu)

Human Resources (business hrs.) 253.879.3369 or [hr@pugetsound.edu](mailto:hr@pugetsound.edu)

**What to do if contacted by  
Law Enforcement Agents or Inspectors  
(Side 1)**  
In person:

1. Remain Calm
2. Contact Security Services immediately at 253.879.3311
3. Comply with the directions of Security Services and/or University Counsel

**Side 2**  
**Written or Telephone Requests:** Forward to General Counsel at 253-879-2735 or [generalcounsel@pugetsound.edu](mailto:generalcounsel@pugetsound.edu)  
**Resource Guide at (WEBSITE)**