

## **Guidance for Contacts with Law Enforcement**

Law enforcement from federal, state, or local agencies may approach Yale University students, staff and faculty members for various reasons, such as obtaining information for an investigation, conducting background checks, or inquiring about the location or immigration status of third parties.

If law enforcement approaches you, know that you do not have to answer questions. You should ask for contact information and immediately contact the Yale Police at (203) 432-4400 (or via the LiveSafe app), or the Office of General Counsel at (203) 432-4949, in accordance with the actions below. Law enforcement agents seeking access to non-public campus spaces must have a judicial warrant. An administrative warrant is insufficient.

Here are some practical step-by-step actions you can take during an interaction with law enforcement personnel:

- 1) Stay calm and be polite.
- 2) Ask for identification and a business card for each agent who has approached you.
- 3) If agents seek access to non-public campus spaces such as classrooms, dormitories, laboratories, or offices, ask them to show you the judicial warrant and ask the agents if they will wait while you contact the Yale Police Department to request their presence. If the agents decline to wait, do not escalate the situation, or interfere with the movement of agents, but immediately inform YPD by calling (203) 432-4400.
- 4) In all instances you must be truthful when responding to a law enforcement agent.

## Guidance for Faculty and Staff

In addition to the steps set forth above, faculty and staff members should take the following steps when approached by a law enforcement agent:

- 1) If the purpose of the visit is a background check for a government position relating to a colleague/former colleague or a student/former student, before releasing any information, ask to see identification and proof that the individual has authorized the background check and share the documentation with the Office of the General Counsel at (203) 432-4949 to confirm it appropriately authorizes the release of information.
- 2) If the purpose of the inquiry relates to your work at Yale, other than a background check, you must inform the government official that you are obligated to contact the Yale University Police at (203) 432-4400 regarding the matter.
- 3) If you are served with a subpoena for documents relating to the University or to individuals at the University, please immediately forward the subpoena to the Office of the General Counsel, and that office will handle the response.