

Guidance for Faculty and Staff- Contacts with Law Enforcement

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

If law enforcement approaches you, know that you do not have to answer questions immediately. 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.

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

- 1) Stay calm and be polite.
- 2) Ask for a business or contact card for each agent who has approached you.
- 3) 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 proof that the individual has authorized the background check and share the documentation with the Office of General Counsel at (203) 432-4949 to confirm it appropriately authorizes the release of information.
- 4) 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.
- 5) 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.
- 6) In all instances you must be truthful when responding to a law enforcement agent. Not doing so is a crime and, if the questions pertain to Yale University matters, being dishonest is also a violation of University policy.