

CAMPUS PROTOCOL TO RESPONDING TO LAW ENFORCEMENT OR GOVERNMENT AGENTS

Salem State University will not impede, obstruct, or otherwise fail to comply with lawful directives from external law enforcement and government agencies. However, no individual is authorized to provide information or accept service of any document other than those working in university police or the office of general counsel. Sharing information about employees or students could violate both state and federal law, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and/or the Massachusetts Fair Information Practices Act (FIPA).

If approached by an external law enforcement official or government agent seeking information about a student or employee, including situations where a written warrant is presented:

- Inform the individual that you are not authorized to share information and that all law enforcement officials or government agents must speak with university police.
- Direct the individual to the university police department on Harrington Campus located at 71 Loring Avenue.
- Politely decline any questions they may ask, letting them know you do not have the authority to answer and that they should speak directly to university police. When they have left your area, kindly call the university police department and report their presence on campus.
- If they refuse to visit the university police department, call university police at **978.542.6111** and inform the dispatcher of the presence and location of the law enforcement officials or government agents.

If approached by an external law enforcement official, government agent or other individual who state they are trying to serve a subpoena, summons, complaint, restraining order, injunction, request for disclosure of information, I-9 Notice of Inspection or any other legal document:

- Inform the individual that you are not authorized to accept service of documents or to share any information about individuals.
- Inform the individual that the document(s) must be delivered to the office of the general counsel, located in the Administration Building, 354 Lafayette Street, 1st floor, office of human resources suite.

Site Inspections/Compliance Visits:

Department of Homeland Security (DHS) may conduct inspections or visits for compliance purposes as it relates to international students and exchange visitors on F-1 or J-1 visas, as well as workers on H-1B or other non-immigrant visas. If the agent's visit is an unannounced site inspection or compliance visit as it relates to individuals on these visa types:

- Inform the individual that they should contact the office of the general counsel, located in the Administration Building, 354 Lafayette Street 1st floor, office of human resources suite, who will assist them in reaching the proper authorized university employee.

General Requests for University Records:

Any requests for university records (outside of those made by students for transcripts or other related matters), whether written or verbal, should be forwarded to publicrecords@salemstate.edu.