

**UMass OGC Guidance, Issued per the Request of the Five UMass Campuses, on Responding to Local, State, and Federal Law Enforcement or Government Agency Inquiries or Requests**

**In-person requests/inquiries.**

If an Officer, Agent or other governmental agency or law enforcement individual appears on campus, inform the officer that the University has procedures to follow and alert your supervisor. Calmly say to the officer:

*Our procedures do not permit me to share information with you. I do not have the authority to consent to anything or to accept service of documents. I'm happy to contact our Campus Office of Public Safety who can assist with your request.*

1. Inform your supervisor and copy [Office of General Counsel](#). You should contact Campus Public Safety or Police Department and [General Counsel](#) ([gcounsel@umassp.edu](mailto:gcounsel@umassp.edu) (617) 287-4064) (on the Amherst Campus 413-545-2204) even if you are specifically asked not to do so by the governmental agency or law enforcement individual.
2. Immediately notify Campus Public Safety or Police Department and make arrangements for the the governmental agency or law enforcement individual to go to Campus Public Safety.

Do not share any information without prior express permission from the [Office of the General Counsel](#).

Campus Public Safety will verify the credentials of the governmental agency or law enforcement individual and coordinate appropriate next steps with Office of General Counsel (“OGC”).

**Attempts to Serve a Legal Document.**

If the person is trying to serve a subpoena, search warrant, summons, complaint, restraining order, injunction or any other legal document please contact the [Office of General Counsel](#) or (617) 287-4064 (on the Amherst Campus 413-545-2204).

**Other Inquiries.**

For all other inquiries or requests please refer to: How to Respond to Outside Entity or Individual Requests/Inquiries at <https://www.umassp.edu/general-counsel/how-to> for guidance (e.g., 258 Claims Letters, Outside Attorney, Employment / Credit / Background Verification, Student Records, Immigration, and local, state, or federal law enforcement).

**Please note.**

This guidance is not intended to interfere with campus Public Safety/Police Departments and their routine cooperation with local law enforcement. Do not share or confirm any information without following the steps listed above. Unauthorized disclosure of confidential information may result in serious disciplinary action, up to and including, termination. Documents marked “Classified”, “LES” (Law Enforcement Sensitive), or “FOUO” (For Official Use Only) that come into the possession of any University staff member or UMass student should always be shared with the Campus Police Departments and the Office of General Counsel (“OGC”), and not be disseminated beyond those UMass departments.