

## Guidance on Responding to Law Enforcement Requests for Student or Employee Information

This memorandum provides guidance to the DU community regarding how to respond to federal, state, or local law enforcement agents, including Immigrations and Customs Enforcement (ICE), who contact DU faculty and staff requesting information about our students and employees or seeking to make contact with those individuals.

### Requests for information about students or employees

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records

a subpoena. **Generally, all DU employees should refer inquiries (in person, telephone or in writing) from law enforcement agencies about DU students or employees to the Office of Campus Safety or the Office of General Counsel.** The only offices authorized to accept subpoenas or other legal documents on behalf of the University are General Counsel or Vice Chancellor for Financial Affairs (or the Office of the Registrar for requests for student information). DU faculty and staff should not respond or share any information about a DU student or employee to law enforcement agents or representatives, and should not confirm whether an individual is a DU student or employee.

If a law enforcement agent requests information or seeks to contact a student or employee **in person**, he or she should be escorted or directed to either the Office of Campus Safety or the Office of General Counsel. Employees may explain this requirement to the agent using the following language:

*Our University policies and applicable law do not permit me to share any information with you. However, I am happy to escort you or direct you to the Office of Campus Safety or the Office of General Counsel who may assist you.*

### Responding to background checks and similar requests for information with a signed release

Investigators from federal and other agencies periodically visit our campus to request student and employee

