Workplace Visit by a Government Agent

This checklist is for University employees who are contacted in an unannounced visit by a government agent. An agent could be a federal or state officer, a federal or state auditor, or a similarly situated individual.

1. At all times, stay calm and respectful. **Avoid any actions that could be perceived as interfering, such as physically obstructing an agent, alerting the individual under investigation, concealing or destroying documents, or making deceptive statements.**

2. Request to see the agent's credentials or identification. If they do not have a business card, document their name, agency, title and any badge number.

3. Ask the agent why they are on campus if they have not shared that information already. Agents may limit or withhold information about their visit.

4. If the agent presents you with a subpoena or warrant, do not accept it on behalf of another individual or any University office. Request the agent to wait while you contact University authorities for assistance.

5. Ask the agent to have a seat in a waiting room or lobby. If you do not have such a space, politely ask them to wait while you try to reach the proper University authorities.

6. Call the Office of the General Counsel (OGC) at 307-766-4997 or use Teams to contact XXXX. If after hours, call University of Wyoming Police Department (UWPD) at 307-766-5179.
    a. Tell the attorney or UWPD the following information: "Agent X from the Department of Y is here to talk to you about Z."
    b. If no one from OGC or UWPD is available, tell the agent that no one is available right now. Ask the agent if they can come back another time.

7. If the agent attempts to enter a nonpublic area or to present a warrant or subpoena, you may direct them to OGC and state the following: "I understand you are here for law enforcement purposes, but I am not authorized to grant you permission to enter nonpublic areas or accept any documentation on behalf of the university."

8. If the agent asks for student or employee information, you may state the following: "I understand you are requesting student or employee information, but I am not authorized to provide this information."

Keep in mind:

- A government agent may access public areas of the campus. In general, public areas are areas accessible by members of the public without screening or escort.
- A government agent may NOT access nonpublic areas without authorization. **You are not authorized to give permission to an agent to enter nonpublic areas** such as offices, laboratories, or any other secured rooms or buildings.

Based on policies from George Washington University, University of Wisconsin – Madison, Seattle University