

Interacting with non-University Law Enforcement

If non-University law enforcement ask you for access to University facilities or for information about students, faculty, or staff...

- ✓ BE courteous.
- ✓ SAY “I am not obstructing your duties, but I am not authorized to grant access to facilities or to provide the information you’ve requested. Please wait while I contact Brandeis Public Safety, which can assist you further.”
- ✓ CALL Public Safety immediately at 781-736-5000

If non-University law enforcement contact you by phone or email to request access to University facilities or information about students, faculty, or staff...

- ✓ SAY “I am not authorized to grant access to facilities or to provide the information you’ve requested. Please contact or visit the Brandeis Department of Public Safety, which can verify your credentials and provide further assistance. The Department of Public Safety is located in the Stoneman Building and can be reached at 781-736-5000.”
- ✓ RECORD the requester’s name, agency, phone/email and a brief description of the request
- ✓ FORWARD the request to Public Safety and the Office of General Counsel

- ☐ Do not grant access to nonpublic facilities.
- ☐ Do not disclose student or employee information.
- ☐ Do not attempt to review or verify legal documents (like warrants).
- ☐ Do not obstruct law enforcement.

Call the Office of General Counsel at 781-736-3017 for more information on University information disclosure or facilities access