



If any Government Agent Comes to Your Workplace

- **Stay calm.**
 - Take enough time for yourself to think through and formulate your answers.
- Ask the agent for their name and to see their government issued badge. Most likely the agent will show you their badge without you asking. If not, it is your right to ask for this.
 - If the agent approaches a student worker first, the student should immediately get their supervisor and/or their human resource (HR) representative.
- Verify the agent's identity and agency with badge.
- Ask the agent why they are on campus if they have not shared that information already.
- 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 where they are while you try to reach the proper contact.
- **Call the Office of Legal Affairs at 263-7400 and speak with one of the attorneys.**
 - Tell the attorney the following information: "Agent X from the Department of Y is here to talk to you about Z."
 - Do not leave a message with Legal Affairs.
 - If no one from Legal Affairs is available, tell the agent that no one is available right now. Ask the agent if they can come back another time.
- Do not give the agent access to any paper files or access to any computer systems.

Agents are free to enter any public areas of your workplace but must have a valid search warrant to enter a non-public area. Do not give your consent to enter a non-public area.

- Public areas may include: reception, waiting areas and lobbies; open dining areas such as cafeterias; restrooms; and other common areas accessible by members of the public without screening or escort. Non-public areas include: private offices and laboratories; private residential rooms; classrooms, conference/meeting rooms, and lecture halls that are currently in use; and other secured or restricted-access areas designated for instructional, research, or building and campus operational use.
- A valid warrant must be signed and dated by a judge. It will include a period within which the search must be conducted, a description of the premises to be searched, and a list of items to be searched for and seized (e.g., payroll records, employee identification documents, I-9 forms, SSA correspondence, etc.).

The agents may be federal or state officers, federal or state auditors or other similarly situated individuals.