

External Law Enforcement Notification Procedures

Approval Authority	Chief of Police, Governors State University
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Primary Audience	
Responsible University Office:	Department of Public Safety
Responsible Official(s):	Chief of Police
Category	Safety and Security

I. **Purpose**

This process establishes protocols for interactions between external law enforcement agencies and Governors State University (GovState) personnel to ensure compliance with applicable laws, protect individual rights, and maintain campus safety and security.

II. **Procedures**

A. Interaction with External Law Enforcement Protocol

If a non-GovState law enforcement agent makes inquiries regarding any student, staff, faculty, or visitor on campus, any institutional information, or requests access to any campus building, immediately refer the agent to the GovState Department of Public Safety (located in C1375) and call GovState Police directly (708-534-4900) to inform them of the presence of non-GovState law enforcement on campus. Employees within the Department of Public Safety are the designated and only authorized employees to interface with non-GovState law enforcement.

The protocol applies to any federal immigration agent who makes inquiries about the immigration or citizenship status of any student, staff member, faculty member, or visitor on campus.

If any documents are presented by the agency, please do not accept them. Direct the agents to GovState Police who are the designated and only authorized employees to accept such documents. Again, call directly (708-534-4900) to inform them of the situation.

The Department of Public Safety shall review any document presented by an external law enforcement agency to determine the type of document presented (i.e., whether it is a judicial warrant, order or subpoena or a non-judicial warrant or subpoena) and shall confer with the University's General Counsel as necessary when making such determinations. The Department of Public Safety shall confer with General Counsel when making determinations as to whether and what type of access to campus locations, documents, or other information shall be provided, when, and how. The Department of Public Safety shall contact the General Counsel via phone and text (708.855.1553) and provide an image of the document presented to the General Counsel in the most expedient form possible given the circumstances. In making determinations as to whether and what type of access to campus locations, documents, or other information shall be provided in response to such documentation, the General Counsel shall consider all applicable laws, including but not limited to applicable privacy laws such as the Family Educational Rights and Privacy Act. Before granting access to individual's immigration or citizenship status, student records, or employee records, the General Counsel shall seek consent from such individual unless prohibited by judicial warrant or subpoena.

B. Email or Other Digital or Paper-Based Inquiries Protocol

Should you receive a request for information from an external party who is not present on campus, such as via email, other digital platforms, U.S. Mail, or through other hard-copy documents, please forward that email/information to the University's General Counsel via email at GeneralCounsel@govst.edu and refrain from responding to the sender yourself.

C. Documenting interactions with law enforcement agents while on the school campus

The Department of Public Safety, in coordination with the General Counsel's office will document and keep record of all interactions with external law enforcement agencies. Any questions should be directed to the Office of the General Counsel.



D. Notification and Consent

If an employee or student is approached by external law enforcement agencies on campus, or a request is made to meet with the employee or student, such requests shall be routed through the Department of Public Safety at Governors State University, which shall confer with the General Counsel's office as necessary.