

Lewis University Front Door Policy: Guidelines for Interacting with Governmental and/or Law Enforcement Agents on Citizenship Status Inquiries

Lewis University, a [Sanctified Zone](#), is committed to maintaining an environment in which students and employees can feel safe and welcome. The University places particular value on the diversity of its community as an essential element of its educational mission. Protecting the privacy and freedoms of our community members is a way to maintain an overall climate of safety and comfort. To that end, requests for information or cooperation from federal, state or local law enforcement authorities will be evaluated by trained University personnel to ensure compliance with federal, state and local law in addition to constitutional protections.

University employees who are contacted by external law enforcement agents should request that the law enforcement agent present his or her credentials and explain the nature of their inquiry and the type of assistance needed. Routine record checks for pre-employment background investigations may be processed by individual offices (such as the Registrar, Office of Community Standards, Bursar, Financial Aid and Police Department) provided the investigator has provided appropriate credentials and a signed privacy release from the subject of the background investigation.

Law enforcement agents arriving unannounced on University private property seeking information or assistance with enforcement of criminal or civil investigative activities shall be directed to the Lewis University Chief of Police (or designee) for a review of the specific request for information or assistance. Officers without a warrant are not entitled to go into non-public areas of the University other than in emergency situations. Nonetheless, you should not seek to restrain or interfere with an officer, but you should clearly state the University does not consent to the entry, and request that they await the arrival of a LUPD representative. If the officer ignores your request do not interfere. While in a public area of the University, the officer may talk to anyone they encounter. Again you should not interfere. Employees receiving phone inquiries from law enforcement agents pertinent to enforcement activity or criminal or civil investigations should direct the inquiry to the Chief of Police (or designee).

The Chief (or designee) will review documentation associated with the request to determine if the request for information or assistance requires action on behalf of LUPD or other University officials. Consistent with Lewis University Police Department policy 417, "Lewis University Police officers are not authorized to enforce federal civil immigration law." If the law enforcement agent is seeking assistance with a criminal investigation, or is in possession of a valid judicial warrant, it is the policy of the Lewis University Police Department to lawfully cooperate with outside law enforcement authorities.

If it is determined that the outside law enforcement agent is not involved in a criminal investigation, does not have a valid judicial warrant or lacks other reasonable exigency which would require immediate cooperation, the agent may be referred to University legal counsel for further consideration of their request for assistance or information.