

If Law Enforcement Arrives Unannounced at Your Workplace

Agent has no Subpoena or Search Warrant

1. Tell the agent or hand to the agent the following information:
 - ▶ The Office of Legal Affairs manages inquiries from law enforcement agencies. We are notifying Legal Affairs right now.
 - ▶ Legal Affairs will do its best to respond quickly, so please have a seat in the nearest waiting area until they are available.
 - ▶ The university is committed to responding promptly to requests from law enforcement agencies and has designated Legal Affairs to coordinate your needs.
 - ▶ Employees in our area must focus our time on the university's mission of education and patient care. We do not have the authority to provide access to our records, facility, staff or others, so please talk with Legal Affairs.
 - ▶ If you prefer, you may call Legal Affairs directly. We are in the process of doing that right now, but you are also welcome to call if you wish. The Legal Affairs number is (503)866-1414

2. Call Legal Affairs

Agent has a Subpoena

1. Send the agent to the Office of Finance & Administration in Forest Grove (Marsh Hall, Room 326), or to the Office of Legal Affairs in Forest Grove (Frye Building, 2011 21st Avenue).
2. Tell the agent you are not authorized to accept service for the university. Only Finance & Administration or Legal Affairs may accept service on behalf of the university.

Agent has a Search Warrant

1. Request documentation of the agent's credentials (i.e., identification).
2. Ask the agent if they will wait to coordinate with CPS or Legal Affairs.
3. Immediately contact both CPS and Legal Affairs.
4. If the agent refuses to wait and enters non-public areas despite the instruction, then do not block access. Return to your work and wait for CPS or Legal Affairs to arrive.

Agent intends to carry out an Arrest

1. Do not interfere with the agent.
2. Refer the agent to CPS or Finance & Administration for any requested information on the arrested person.

Handling Unannounced Visits from Law Enforcement

Pacific University values the privacy of its students, employees, alumni, donors and clients. As an institution of higher education and a healthcare facility, Pacific also is held accountable for following privacy laws, including HIPAA and FERPA.

So what do you do if a law enforcement agent arrives at your worksite requesting access to records, facilities or individuals?

You are not required to speak to any agent — and in many cases may not be permitted by law to disclose certain health information or educational records. Direct the agent to the appropriate Pacific University office for assistance and follow this guide for further information.

Campus Public Safety (CPS) | 503-352-2230

Legal Affairs | 503-866-1414

Finance & Administration | 503-352-1621