



ADMINISTRATIVE POLICY TEMPLATE

Policy Title	Unannounced Visits by Government Agents or Law Enforcement
Policy Subtitle/Subject	Unannounced Visits by Government Agents or Law Enforcement
Responsible Executive(s) (RE)	General Counsel
Responsible Office(s) (RO)	Office of the General Counsel
Primary Point of Contact from RO	Deputy General Counsel
Contact Information (email and phone)	hboyd1@tulane.edu; (504) 865-5783
Date Proposed	Existing policy
Reviewed	2/3/25
Last Updated	2/3/25
Effective Date	2/3/25

☒ Permanent

☐ Temporary

1.0 POLICY STATEMENT

It is the practice of Tulane University to cooperate with lawful inquiries from federal, state, and local government agencies and law enforcement. However, the university is subject to privacy laws that may require protection of personal health and financial information, institutional and other information. If an individual from a governmental regulatory agency (including DEQ, OSHA, ICE, etc.) or law enforcement (such as local or state police) calls, visits, or sends a letter, Tulane University personnel should immediately contact the Office of the General Counsel or, if the Office of the General Counsel is unavailable, Tulane University Police Department.

2.0 PURPOSE AND SCOPE

The policy provides guidelines for instances when an individual from a governmental regulatory agency or law enforcement calls, visits, or sends a letter to any Tulane University personnel. The policy articulates the practice of Tulane University to cooperate with lawful inquiries from federal, state, and local government agencies and law enforcement while staying in compliance with privacy laws and regulations.

3.0 APPLICABILITY OF THIS POLICY

All members of the Tulane community

4.0 WEBSITE ADDRESS FOR THIS POLICY

Enterprise Risk Services will add the web address of the policy after it is added to the policy library.

5.0 CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Any questions related to this policy	Office of the General Counsel	(504) 865-5783	https://counsel.tulane.edu

6.0 CONTENT

N/A

7.0 DEFINITIONS

N/A

8.0 POLICY AND PROCEDURES

It is the practice of Tulane University to cooperate with lawful inquiries from federal, state, and local government agencies and law enforcement. However, the university is subject to privacy laws that may require protection of personal health and financial information, institutional and other information. Compliance with privacy laws and regulations is often complex. If an individual from a governmental regulatory agency (including DEQ, OSHA, ICE, etc.) or law enforcement (such as local or state police) calls, visits, or sends a letter, please immediately contact the Office of the General Counsel at (504) 865-5783.

If the Office of the General Counsel is unavailable, contact Tulane University Police Department:

Tulane University Police Department
Uptown Campus
Diboll Complex
Emergency: (504) 865-5911
Non-Emergency (504) 865-5381

Downtown Campus
1430 Tulane Avenue
Emergency (504) 988-5555
Non-Emergency (504) 988-5531

Tulane University personnel should not release University documents and records, formally or informally, without contacting the Office of the General Counsel for further guidance on next steps. When contacted by governmental agencies, a government official or law enforcement officer, Tulane University personnel should politely inform the government official or law enforcement officer that the University will cooperate but only in consultation with the Office of the General Counsel. Tulane personnel should be respectful and provide the government official or law enforcement officer with the contact information for the Office of the General Counsel (504-865-5783). If the governmental official or officer does produce a warrant, please following the process established by Tulane University's Search Warrant Policy accessible [here](#).

Tulane University personnel should politely ask government officials or law enforcement officer seeking to access to university spaces for enforcement purposes to wait in a comfortable public or secure location for a representative from the Office of the General Counsel. Without a warrant, government officials should not conduct searches or inspections of University buildings, or otherwise make entry into non-public-access areas of university property for enforcement actions.

9.0 CONSEQUENCE OF VIOLATING THE POLICY

Violation of this policy may result in disciplinary action, up to and including termination and/or criminal prosecution.