

Policies and Procedures Handbook

Illinois Institute of Technology

Procedure No.: Q.5

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Subject: Requests from Law Enforcement

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If a law enforcement officer requests any records or information or any sort of surveillance from the University in regard to the University or concerning a member of the staff, faculty or student body, the following procedures should be followed:

A. Requests for voluntary assistance or warrantless searches (i.e., the officer does not present a subpoena or court order):

- Explain to the officer that the University's General Counsel's Office responds to all requests for records and information and access to networks and systems and provide the officer with the contact information for the General Counsel's Office – 312.567.3006 (Telephone); 312.567.6931 (Fax); IIT Tower, Suite 1900-SW.
- If the officer claims that an emergency or other circumstance requires the University to turn over records, provide information or grant access to its networks or system without a court order, contact the General Counsel's Office for assistance.
- If the officer employs force to take possession of University records, information or other property, do not obstruct the search in any way, be prepared to create a written record describing the incident and contact the General Counsel's Office immediately.

B. If the law enforcement officer presents a subpoena or a similar request for records:

- Accept the subpoena, but inform the officer that the General Counsel's Office responds to all subpoenas (or such similar orders) on behalf of the University.
- Turn the subpoena over to the General Counsel's Office.
- Work with the General Counsel's Office to respond appropriately to the subpoena.

C. If a request is received by mail, regardless whether the request is made by letter or subpoena:

- Forward the request to the General Counsel's Office.
- Work with the General Counsel's Office to respond appropriately to the subpoena.

This Policy applies to all departments, but it is not intended to pre-empt any departmental policy that designates specific personnel within the department to whom officers are to initially be directed.