



The State University
of New York

Office of General Counsel

H. Carl McCall SUNY Building
353 Broadway, 3rd Floor
Albany, New York 12246

general.counsel@suny.edu
(518)320-1400

SUNY Protocols for Interacting with External Law Enforcement

These protocols are in conformance with New York [Executive Order 170.1](#) and accompanying guidance, and apply to all employees of SUNY State-operated campuses. These protocols are designed to ensure that there is a process in place so that all requests from external law enforcement are referred to campus New York State University Police (UPD) and Office of General Counsel (OGC) representatives for intake and response consistent with all relevant legal requirements.

Who is external law enforcement?

External law enforcement is any law enforcement agency or individual that is **not** a SUNY UPD officer. This may include individuals from: local law enforcement (town/city/municipality Police Department or Sheriff's Office), state agencies (like NYS State Troopers or the Inspector General's Offices), or federal agencies (like the Federal Bureau of Investigations, Immigration and Customs Enforcement, or U.S. Marshal Service).

How can I identify external law enforcement?

Typically, a member of law enforcement will wear a uniform, badge, or other item of clothing that identifies them as a law enforcement officer or agent. If you are uncertain whether an individual is a member of an external law enforcement entity, please DO NOT make any assumptions. Contact UPD.

What should I do if the external law enforcement agent asks me for student or employee information/records, such as a particular individual's current location, assigned dorm room or office, or information about an individual in an official file or record?

Two things: 1) Tell the agent you are not authorized to respond to their request; and 2) contact your campus UPD and campus counsel, who will review and respond to the request.

Below is a short script that you can use:

"I am not authorized to respond to this request. I will notify UPD and my campus counsel, who will review and respond to your request."

What should I do if the external law enforcement agent says they have a warrant or subpoena?

Contact campus UPD and your campus counsel because you are not authorized to receive service of any warrant or subpoena or respond with information/records pursuant to any warrant or subpoena.

What if the agent says that it is an emergency or matter of national security?

You should respond as follows: "I will relay the urgency to UPD and will do my best to get you assistance as soon as possible. I am not authorized to respond to this request."

What if I see external law enforcement approach a student or employee, or arrest/detain a student or employee?

Notify UPD immediately. As specified in New York State's guidance to EO 170.1, **DO NOT**:

1. Put yourself at physical risk or at risk of arrest. Call 911 if you believe you are at physical risk.
2. Make any deceptive or misleading statements to federal officials, or otherwise engage in deceptive or misleading conduct.
3. Attempt to hide or conceal any individual.

What if I cannot reach anyone from UPD or my campus counsel?

Notify the Office of the President.

What should I do if the media asks me a question about the presence of ICE or other law enforcement?

Direct their question to your campus Public Information Officer and notify the campus Public Information Officer immediately.

Campus Contact Information:

University Police: (315) 386-7777

University Police Chief: Timothy Ashley

Campus Public Information Officer: Travis Smith, (315) 386-7417