

Response Guide

Handling Information Requests from Federal or State Agents



North Carolina is not a stop and identify state and as such; other than as a driver during a traffic stop or as an individual with a concealed carry permit who has a weapon with them, you are not required by law to identify yourself or provide ID. Faculty and staff dealing with either communications from or a campus visit by ICE or similar agency:

What to do if...

Agents contact you by phone or in writing

Call the UNCG Police at 336.334.5963 for assistance in responding to a request from an agent for information that concerns a student, faculty, or staff member. Be prepared to specify whether you have received a subpoena, court order, or other written request for information so that UNCG Police can provide instructions regarding how to share a copy of the document for its inspection.

Agents visit your school or office

Refer any inquiry from a federal or state agent regarding a student, faculty, or staff member to the UNCG Police Department so an officer can verify the credentials of the agent. UNCG Police will coordinate with necessary offices on campus.

Contacting UNCG Police before disclosing information about students, faculty, and staff is necessary in order to comply with University policies and applicable laws.

In the meantime, ask the agent(s) to have a seat in a public waiting area for your office, while you await UNCG Police, you can talk with the agent and share the following information:

“I appreciate that you are interested in obtaining some information from the University, and I am going to do my best to assist you. University policies and applicable law generally do not permit me to share information about our faculty, staff, or students with you. University protocol also requires that our campus police verify your credentials. I am happy to escort you to a place where you can wait for UNCG Police.”

For Assistance

UNCG Police Department

<https://police.uncg.edu> | 336-334-5963

The Office of Institutional Integrity and General Counsel (OIIGC)

<https://oiigc.uncg.edu> | 336.334.3067

The Dean of Students Office

<https://dos.uncg.edu> | 336.334.5514

Global Engagement Office

<https://global.uncg.edu> | 336.334.5404

For more information or to report a request online, visit:

<https://police.uncg.edu/federal-requests>

Someone asks you for personal information about a student in a health or safety crisis

A true emergency or imminent threat may make following these guidelines difficult. Contact the Dean of Students Office, UNCG Police Department, or OIIGC for assistance in making and documenting the decision that a health or safety emergency exists. If time does not permit a consultation with the appropriate offices, use your best judgment as to whether a true emergency exists. If the information is necessary to protect the health or safety of the student or others, you may need to immediately disclose a student's personally identifiable information to appropriate parties. At a minimum, these offices should be contacted following the emergency disclosure of personally identifiable information.

The Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student educational records and generally prohibits disclosing those records without the student's written consent. The North Carolina Human Resources Act generally prohibits the disclosure of confidential personnel information without the employee's written consent.



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