

Responding to Federal Agents

Practice responding to federal agent requests using the following sentence stems:

- “I am not authorized to answer your questions.”
- “I am not authorized to review or accept legal documents.”
- “I have been instructed to call the UW Bothell Campus Safety Office before you proceed. Please wait while I do that.”
- “I will call my supervisor now.”

The information on this card is not legal advice and is purely informational.

Additional Guidance for Supervisors

- Immediately notify the **Assistant Vice Chancellor of OEHR** after contacting Campus Safety.
- Gather essential information like:
 - Date/time of detainment
 - Location
 - Anticipated time away
 - If employee/student has legal representation

Find Relevant Resources at the QR Code Below



The information on this card is not legal advice and is purely informational.

2026 Policy & Procedure for Staff Responding to Federal Agents on Campus

The information in this card is not legal advice and is purely informational.

Know Your Rights on Campus

- You have the right to remain silent - federal agents may use anything you say against you.
- Federal agents cannot access private spaces without a valid judicial warrant or judicial order like:
 - All Classrooms
 - All Laboratories
 - Residential Halls
 - All Private offices
 - And card-access only or restricted access spaces.

The information on this card is not legal advice and is purely informational.

Know Your Rights on Campus

- You have the right to an attorney. Keep information easily accessible.
- You can refuse to sign anything that you do not understand. **Do not sign or receive any documents.**
- Federal agents are permitted in public spaces like:
 - All Dining Facilities
 - All Building Hallways, Study Spaces, & Lobby areas
 - All Outdoor Spaces & more.

The information on this card is not legal advice and is purely informational.

Best Practices for Staff

- Remain calm and professional.
 - Do not lie, block, or interfere with an agent.
- Follow UW Protocol when contacted
 - Inform the officer of next steps.
 - **Call campus safety at 425.352.5359**
 - Notify your direct supervisor.
- Protect student and employee privacy per KWW & FERPA.

The information on this card is not legal advice and is purely informational.