

# Example Guidance for Staff Regarding Law Enforcement

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- In general, requests from law enforcement should be elevated to the highest-ranking on-site employee of the organization or provider.
- In some cases, individuals receiving services may call law enforcement on their own. If law enforcement arrives at a program at the request of a client, staff should notify the client as quickly as possible and facilitate the client's voluntary contact with law enforcement.
- If law enforcement presents a judicial warrant, signed by a judge, staff should comply with the terms of the warrant. Staff should notify **Insert the appropriate contact** of the judicial warrant as soon as possible, but such notification should not delay compliance with the judicial warrant. Because not all warrants are judicial warrants, training is available for staff on how to recognize a judicial warrant.
- Staff should comply with law enforcement requests as necessary to prevent immediate harm to clients, staff, or community members.
- Law enforcement should be allowed access to program areas to the same extent as members of the general public. Existing written policies should identify which areas of the program are open to the general public (e.g., a lobby) and which areas are open only to clients and staff (e.g., rooms), including policies restricting visitors.
- If law enforcement makes a request for specific information (in person, by phone, or by email), staff should consult with their highest-ranking supervisor who should call **INSERT appropriate contact** for additional guidance.
- If law enforcement requests access to non-public areas of the program when there is no immediate health or safety threat, without a request from a client, and without presenting a valid judicial warrant, staff should ask law enforcement not to access the non-public areas and immediately consult with their highest-ranking supervisor who should inform **INSERT appropriate contact**. If officers present a valid judicial warrant, staff should contact **INSERT appropriate contact** by phone but also be prepared to comply with the terms of the judicial warrant as directed by the officer.

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**Remember...**

Staff should *never* attempt to physically interfere with law enforcement.

Staff may always write down details regarding an incident, including officer badge numbers and notes of conversations between staff and the officers.

In all cases, supervisors should submit an incident report detailing contact with law enforcement after any immediate safety threat has been addressed.

Additional questions may be directed contact **INSERT contact**.