

# CONTACTS WITH GOVERNMENT AGENCIES AND OUTSIDE INVESTIGATORS

With due consideration given to the legal rights of UHD and its employees, UHD expects to cooperate in government investigations.

If a subpoena, other legal document, or inquiry from an external governmental agency related to UHD business is received by an employee, whether at home or in the workplace, the employee is required to notify their supervisor immediately.

If contacted at home by an external governmental agent, without a search warrant or subpoena, concerning business of UHD or a component institution, the employee should request that the agent make such contact at work the next business day, and the employee should immediately contact his or her supervisor, followed by contact with the Vice President for Administration and Finance.

## Reference:

UH System Administrative Memorandum

09.A.01 – [Governmental Relations Communications and Appearances](#)

**Question:** Last evening, while having dinner with my family, the doorbell rang. The person at the door identified herself as an FBI agent and wanted to talk to me about my work at UHD. Should I have spoken to her?"

**Answer:** You are not required to speak with the agent at your home. UHD does not prevent you from talking to the agent; however, to protect yourself and UHD, you may ask the FBI agent to contact you at your office. You should notify your supervisor and the Office of the Vice President for Administration and Finance (713) 221-8610 or UHD Police department (713) 221-8065.

**Question:** A government agency just came to our office to conduct an inspection on our facility and equipment. I'm not sure what they are interested in. What should I do?

**Answer:** Even if you understand the purpose of the inspection and you believe everything is in order, explain to the individual that you need to contact the university's Environmental Health and Safety (EHS) Office. Excuse yourself and contact the EHS Manager at (713) 221-8040. You should also notify your supervisor and the UHD Police department (713) 221-8065 or Office of the Vice President for Administration and Finance (713) 221-8610.

**Question:** I just received a phone message from the THECB asking about UHD student success initiatives. Do I return the call or forward it to a central office?

**Answer:** Contact your supervisor, the Office of the Vice President for Academic Affairs and the Division of Public Affairs at 713-221-8010.