

Responding to Immigration Enforcement Requests to Access Nonpublic Areas on Campus and/or Student or Employee Records

January 2025



Processing Requests to Access Property or Documents

- CSU must comply with federal and state laws to protect private student and employee records.
- Whenever CSU receives a request to access nonpublic areas of the campus or to access private student or employee records, it must ensure the requestor has appropriate legal authority. This includes verifying the legality of immigration enforcement documentation.

Immigrant Worker Protection Act

- If an immigration enforcement agent seeks to enter a nonpublic area of the employer, CSU employees cannot provide voluntary consent to permit entry.
- CSU must verify that the immigration enforcement official has legal authority to enter nonpublic areas of university. Entry requires a judicial warrant or declaration of exigent circumstances.
- The IWPA does not apply to emergency situations.

University Designee

- Every university must designate official(s) responsible for verifying the validity of immigration enforcement documents.
- University should post contact information for the official(s) and alert students and employees.
- CSU employees who receive an immigration enforcement document should contact the University Designee.
- UPD and University Counsel are available to assist.



Immigration Enforcement Documents

Understanding the Different Access Rights

- ICE Administrative Warrants for Arrest or Removal
- Federal Court Warrant/ Judicial Warrant
- Administrative Subpoena
- Judicial Subpoena
- Court Order
- Notice to Appear



Access to Nonpublic Areas of Campus

- Unless there are exigent circumstances, a valid judicial warrant must be presented to grant a right of access to nonpublic areas of the university
- If the federal immigration officer declares that exigent circumstances exist and demands immediate access, comply with the officer's orders and immediately alert UPD

Nonpublic Areas of the University

- Absent exigent circumstances, a federal immigration officer requires a judicial warrant to enter Nonpublic Areas of the university.
- **Nonpublic Areas** of the university include areas not open to the general public. Access may be limited based on privacy concerns, operational needs, or safety considerations and can be physically restricted (key card, locked doors, monitored entryways) or entry could be limited to employees or registered students.

Verify Warrant Before Granting Access

- Be respectful. Inform the officer that you lack authority to act and must contact the university official designated to verify the immigration enforcement documents.
- Request and record the credentials of the immigration official
- Designated university employee, UPD or University Counsel promptly reviews warrant
- If valid, judicial warrant allows for immediate access





ICE Administrative Warrants

- Issued by federal agency (DHS/ICE) to authorize arrest or removal of person suspected of violating immigration laws.
- <u>Not</u> signed by a judge.
- Does not grant official right to access nonpublic areas
- Does not grant official right to search university records.
- Do not consent to access absent exigent circumstances.
- Respectfully advise officer judicial warrant is needed and contact University Counsel.



He California State University

U.S. DEPARTMENT OF HOMELAND SECURITY

Warrant for Arrest of Alien

File No.

Date:

To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations

I have determined that there is probable cause to believe that is removable from the United States. This determination is based upon:

□ the execution of a charging document to initiate removal proceedings against the subject;

□ the pendency of ongoing removal proceedings against the subject;

□ the failure to establish admissibility subsequent to deferred inspection;

biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or

□ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

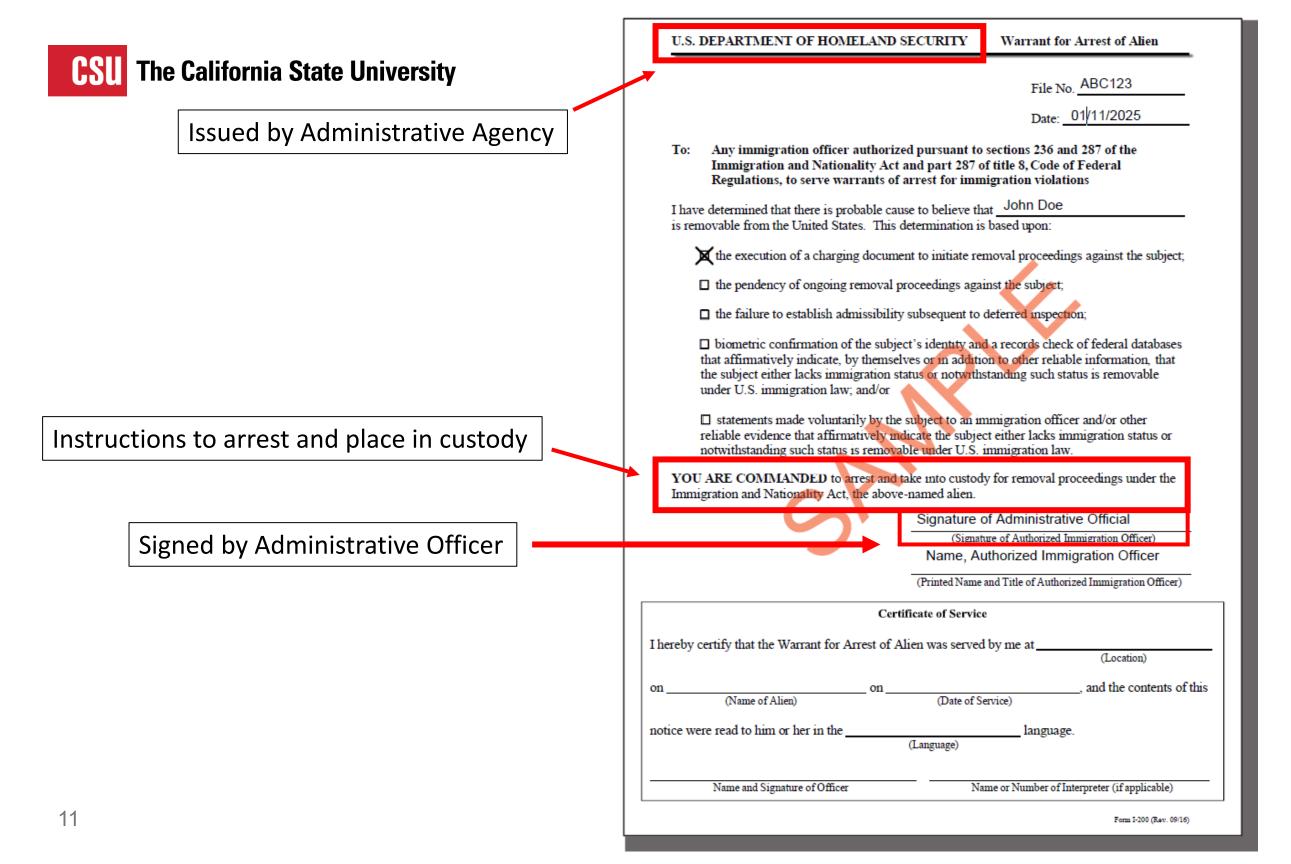
(Signature of Authorized Immigration Officer)

(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at (Location) and the contents of this (Name of Alien) (Date of Service) notice were read to him or her in the language. (Language) Name and Signature of Officer Name or Number of Interpreter (if applicable) Form I-200 (Rev. 09/16)

Example of an ICE (Dept of Homeland Security) Warrant for Arrest





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DEPARTMENT OF HOMELAND SECURITY U.S. Immigration and Customs Enforcement

WARRANT OF REMOVAL/DEPORTATION

File No: ABC123

Date: 01/21/2025

To any immigration officer of the United States Department of Homeland Security:

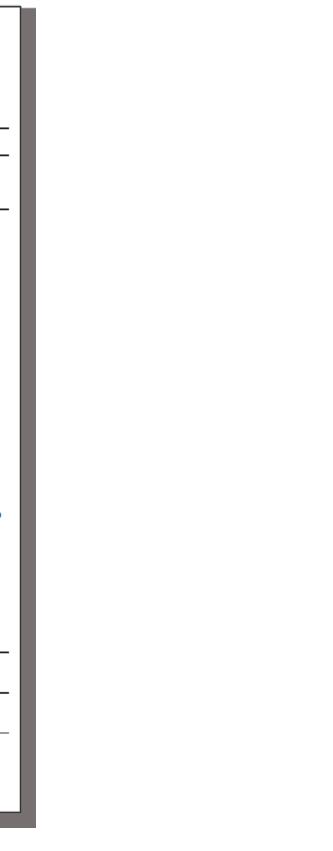
John Doe

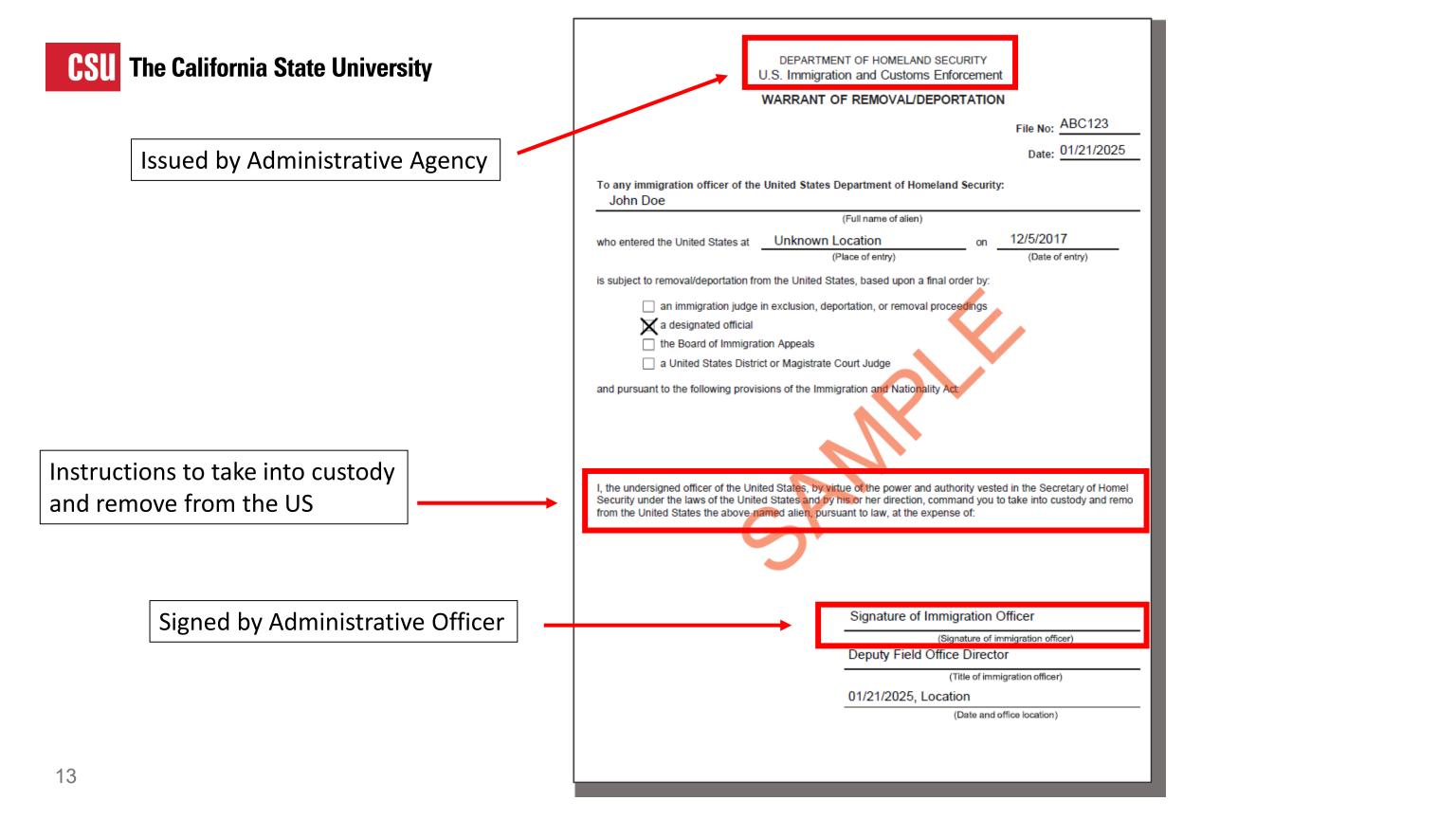
	(Full name of alien)		
who entered the United States at	Unknown Location	on	12/5/2017
	(Place of entry)		(Date of entry)
is subject to removal/deportation fro	m the United States, based upon a fin	al order by:	
an immigration judge	in exclusion, deportation, or removal p	roceedings	
🗙 a designated official			
the Board of Immigrat	ion Appeals		
a United States Distric	ct or Magistrate Court Judge		
I, the undersigned officer of the Unit Security under the laws of the Unite	ions of the Immigration and Nationality ted States, by virtue of the power and a d States and by his or her direction, co amed alien, pursuant to law, at the exp	authority veste	
	Signature of Im	migration (Officer
			nmigration officer)
	Deputy Field O	ffice Directo	or

01/21/2025, Location

(Date and office location)

Example of an ICE Warrant of **Removal/Deportation**







If presented with an Administrative Warrant...

- Do not consent to access absent exigent circumstances.
- Respectfully advise officer judicial warrant is needed and contact University Counsel.

s. nd contact



Judicial Warrant/Federal Court Warrant

Search and Seizure or Arrest Warrants

- If valid, permits access to nonpublic areas of the university and/or search of university records
- Issued and signed by federal district or magistrate judge
- Specifies area to be entered to search and/or arrest individual





He California State University

Example of a Federal Search and Seizure Warrant

AO 93 (Rev. 11/13) Search and Seizure Warrant UNITED STATES DISTRICT COURT for the Central District of California In the Matter of the Search of (Briefly describe the property to be searched or identify the person by name and address) Case No. 25abc123ABC John Doe, 725 Campus Drive, Apt. B, Los Angeles, California SEARCH AND SEIZURE WARRANT To: Any authorized law enforcement officer An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the Central District of California (identify the person or describe the property to be searched and give its location); I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (identify the person or describe the property to be seized): The entire premises of John Doe located at 725 Campus Drive, Apt. B, Los Angeles, California, which is located on the campus of California State University. Items to be searched: Aliens who are not lawfully entitled to reside within the United States. 2) Counterfeit, altered or imposter documents possessed and/or used by the aliens who are not lawfully entitled to reside within the United States YOU ARE COMMANDED to execute this warrant on or before January 30, 2025 (not to exceed 14 days) in the daytime 6:00 a.m. to 10:00 p.m.
at any time in the day or night because good cause has been established. Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken. The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to Name of Federal Judge (United States Magistrate Judge) Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box) for days (not to exceed 30)
until, the facts justifying, the later specific date of 01/23/2025 12:00 am MUST BE SIGNED !!! Date and time issued: Judge's signature Los Angeles, CA Name of Federal Judge City and state: Printed name and title

CSU The California State University	AO 93 (Rev. 11/13) Search and Seizure Warrent UNITED STATES DISTRICT COURT for the Central District of California
	In the Matter of the Search of (Briefly describe the property to be searched or identify the person by name and address) (Case No. 25abc123ABC) John Doe, 725 Campus Drive, Apt. B, Los Angeles, (California) California) SEARCH AND SEIZURE WARRANT
	To: Any authorized law enforcement officer
Requested action	An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the <u>Central</u> District of <u>California</u> (identify the person or describe the property to be searched and give its location): I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or propert described above, and that such search will reveal (identify the person or describe the property to be searched at 725 Campus Drive, Apt. B, Los Angeles, California, which is located on the
	 campus of California State University. Items to be searched: Aliens who are not lawfully entitled to reside within the United States. Counterfeit, altered or imposter documents possessed and/or used by the aliens who are not lawfully entitled to reside within the United States YOU ARE COMMANDED to execute this warrant on or before
	Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.
	The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to <u>Name of Federal Judge</u> (United States Magistrate Judge)
	 Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box) for days (not to exceed 30) until, the facts justifying, the later specific date of
	Date and time issued: 01/23/2025 12:00 am MUST BE SIGNED!!!
	City and state: Los Angeles, CA Name of Federal Judge Printed name and title
17	



Federal Court

Case Number

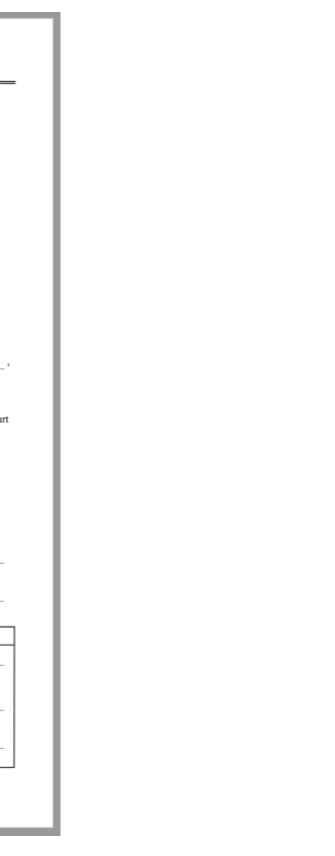
Must be signed by a judge



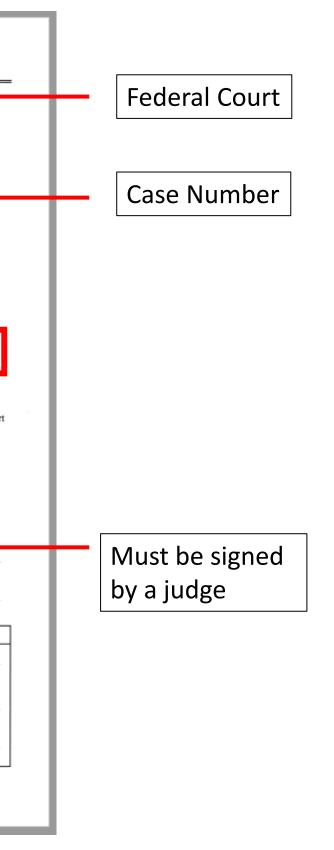
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Example of a Federal Arrest Warrant

UNITED ST	TATES DISTRICT COURT
	for the
c	entral District of California
The last Courter of America	
United States of America v.)
John Doe	Case No. 25abc123ABC
)
)
Defendant	
AF	RREST WARRANT
To: Any authorized law enforcement officer	
YOU ARE COMMANDED to arrest and b	ring before a United States magistrate judge without unnecessary delay
(name of person to be arrested) John Doe	and or or a price price method is build a mile entry
who is accused of an offense or violation based on th	he following document filed with the court:
Indictment Superseding Indictment	Information Superseding Information Complaint
	,
Probation Violation Petition Supervised	
 Probation Violation Petition Supervised This offense is briefly described as follows: 	
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 Probation Violation Petition Supervised This offense is briefly described as follows: 	
 Probation Violation Petition Supervised This offense is briefly described as follows: 	
 Probation Violation Petition Supervised This offense is briefly described as follows: (Checked offense above is described) 	
 Probation Violation Petition Supervised This offense is briefly described as follows: (Checked offense above is described) 	Release Violation Petition 🗖 Violation Notice 🗖 Order of the Co
Probation Violation Petition Supervised This offense is briefly described as follows: (Checked offense above is described) Date:01/21/2025	Release Violation Petition □ Violation Notice □ Order of the Co Signature or District Court or Magistrate Judge
Probation Violation Petition Supervised This offense is briefly described as follows: (Checked offense above is described) Date:01/21/2025	Release Violation Petition □ Violation Notice □ Order of the Co Signature or District Court or Magistrate Judge
Probation Violation Petition Supervised This offense is briefly described as follows: (Checked offense above is described) Date:01/21/2025	Release Violation Petition □ Violation Notice □ Order of the Co Signature or District Court or Magistrate Judge Issuing officer's signature Name, Federal District Court Judge
Probation Violation Petition Supervised This offense is briefly described as follows: (Checked offense above is described) Date:01/21/2025 City and state:Los Angeles, California	Release Violation Petition □ Violation Notice □ Order of the Constraint Signature or District Court or Magistrate Judge
Probation Violation Petition Supervised This offense is briefly described as follows: (Checked offense above is described) Date:	Release Violation Petition □ Violation Notice □ Order of the Constraint Court or Magistrate Judge Issuing officer's signature Name, Federal District Court Judge Printed name and title
Probation Violation Petition Supervised This offense is briefly described as follows: (Checked offense above is described) Date: 01/21/2025 City and state: Los Angeles, California This warrant was received on (date) at (city and state)	Release Violation Petition □ Violation Notice □ Order of the Constraint Signature or District Court or Magistrate Judge
Probation Violation Petition Supervised This offense is briefly described as follows: (Checked offense above is described) Date:01/21/2025 City and state:Los Angeles, California	Release Violation Petition □ Violation Notice □ Order of the Constraint Court or Magistrate Judge
Probation Violation Petition Supervised This offense is briefly described as follows: (Checked offense above is described) Date: 01/21/2025 City and state: Los Angeles, California This warrant was received on (date) at (city and state)	Release Violation Petition Iviolation Notice Order of the Construction Signature or District Court or Magistrate Judge Issuing officer's signature Issuing officer's signature Name, Federal District Court Judge Printed name and title Issuing officer's signature Issuing officer's signature Issuing officer's signature Name, Federal District Court Judge Issuing officer's signature Issuing officer's signature Issuing officer's signature Issuing officer's sissignature Issuing officer's si



CSU The California State University	A0 442 (Rev. 11/11) Arrest Warrant UNITED STATES DISTRICT COURT for the Central District of California United States of America V. John Doe Case No. 25abc123ABC Defendant Case No. 25abc123ABC To: Any authorized law enforcement officer
Requested action	YOU ARE COMMANDED to arrest and bring before a United States magistrate judge without unnecessary delay (name of person to be arrested) John Doe Indictment Superseding Indictment Indictment Superseding Indictment Probation Violation Petition Supervised Release Violation Petition Violation Notice Order of the Court This offense is briefly described as follows: (Checked offense above is described)
	Date: 01/21/2025 Signature or District Court or Magistrate Judge Issuing officer's signature City and state: Los Angeles, California Name, Federal District Court Judge Printed name and title
	This warrant was received on (date)
19	





If presented with a Valid Judicial Warrant...

- Promptly grant access
- Contact UPD

If Warrant Is Not Valid...

- If there are no exigent circumstances and the immigration enforcement officer does not have a valid judicial warrant, do not consent to entry and respectfully advise the officer a judicial warrant is needed.
- If the officer enters the premises without consent, do not attempt to physically impede the officer. Contact UPD and document the interaction.

Verify Subpoenas before Accepting Service

- Subpoenas can be issued by an administrative agency or through a judicial proceeding
- Subpoenas do not require immediate action—the document identifies a response date
- Advise the immigration official of the need to verify and be respectful
- Document the credentials of the immigration official
- Contact the designated university employee

Verify Subpoenas cont.

- University should follow existing process to accept and receive subpoenas
- Designated university official should contact University Counsel if assistance is needed to verify subpoena
- If valid, university should respond to subpoena in regular course and provide necessary notifications unless prohibited

Reviewing Subpoenas

- Confirm all fields are filled in (subpoena for records must include) detailed description of records to be produced).
- Confirm subpoena is signed by appropriate person.
- Student records subpoena may require CSU to provide FERPA notice.
- Subpoena for personal or employment records must include notice to the person whose records are being sought unless law enforcement subpoena states that notice should not be provided.
- Consult University Counsel.



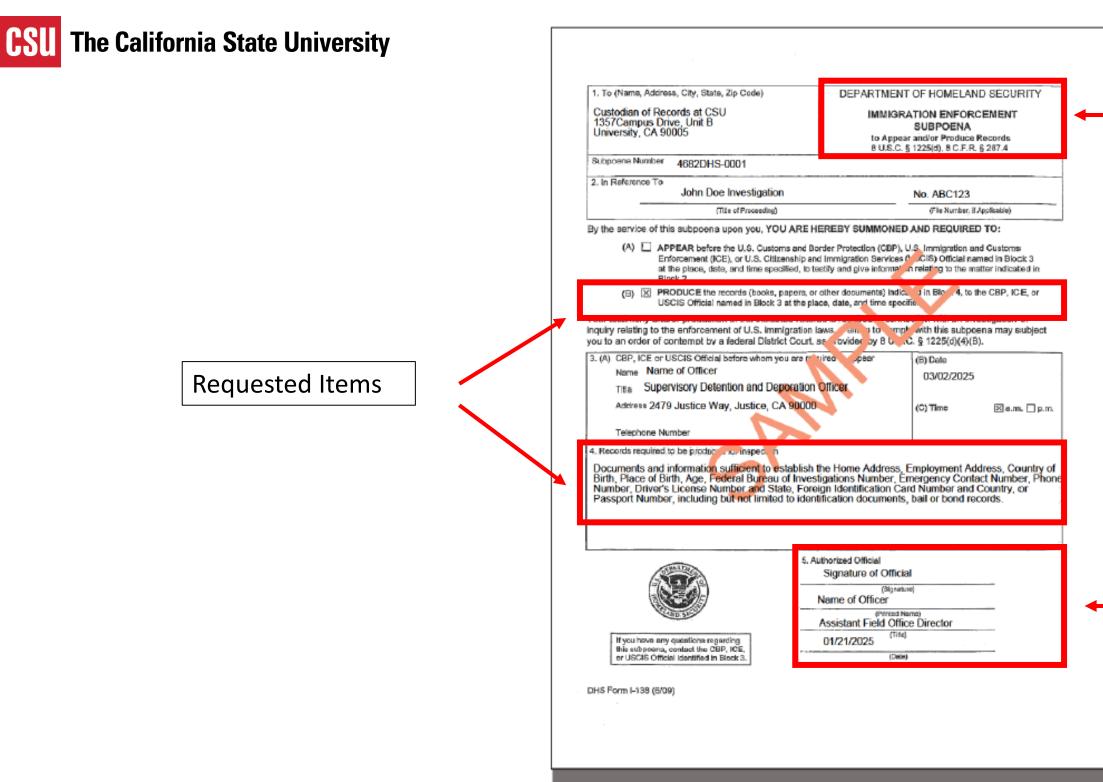
Administrative Subpoenas

- Administrative subpoenas request the production of documents or other evidence and can be issued by an immigration enforcement agency.
- Subpoena contains file number, subpoena number, mailing address, regulations that apply, the request for information
- Signed by authorized administrative official



Example of an Administrative Subpoena

P			
1. To (Name, Address, City, State, Zip Code)	DEPARTMENT	DEPARTMENT OF HOMELAND SECURITY	
Custodian of Records at CSU 1357Campus Drive, Unit B	IMMIGR	ATION ENFORCEMENT	
University, CA 90005	to down	SUBPOENA	
		ar and/or Produce Records § 1225(d), 8 C.F.R. § 287.4	
Subpoena Number 4682DHS-0001			
2. In Reference To John Doe Investigation	n	No. ABC123	
(Tite of Proceeding		(File Number, if Applicable)	
By the service of this subpoena upon you, YO	U ARE HEREBY SUMMONED	AND REQUIRED TO:	
Block 2. (B) X PRODUCE the records (books, USCIS Official named in Block Your testimony and/or production of the indic inquiry relating to the enforcement of U.S. im you to an order of contempt by a federal Dist	3 at the place, date, and time spec sted records is required in conni- nioration laws, say a to price	ific oction with an investigation or I with this subcona may subley	
3. (A) CBP, ICE or USCIS Official before whom		(B) Date	
Name Name of Officer		03/02/2025	
Title Supervisory Detention and De	poration Officer	000022020	
Address 2479 Justice Way, Justice, 0	A 90000	(C) Time 🛛 a.m. 🗆 p	
Telephone Number			
4. Records required to be product our inspect			
Documents and information sufficient to Birth, Place of Birth, Age, Federal Bureau Number, Driver's License Number and Si Passport Number, including but net limite	of Investigations Number, É ate, Foreign Identification Ca	mergency Contact Number, P rd Number and Country, or	
	5. Authorized Official		
and the	Signature of Officia		
	(Bignets Name of Officer		
	(Bignatu	amo)	
If you have any quasilons regarding this subpeans, contact the CBP, ICE,	(Bignate Name of Officer (Privad N	ene) ce Director	



Requesting Administrative Agency

Signed by Administrative Officer

Judicial Subpoenas

- Subpoenas request the production of documents or other evidence and can be issued as part of a federal litigation proceeding.
- Judicial subpoenas identify a federal court and may require attendance at a specific time and location and the production of prescribed records.
- Signed by authorized official—not signed by a judge.



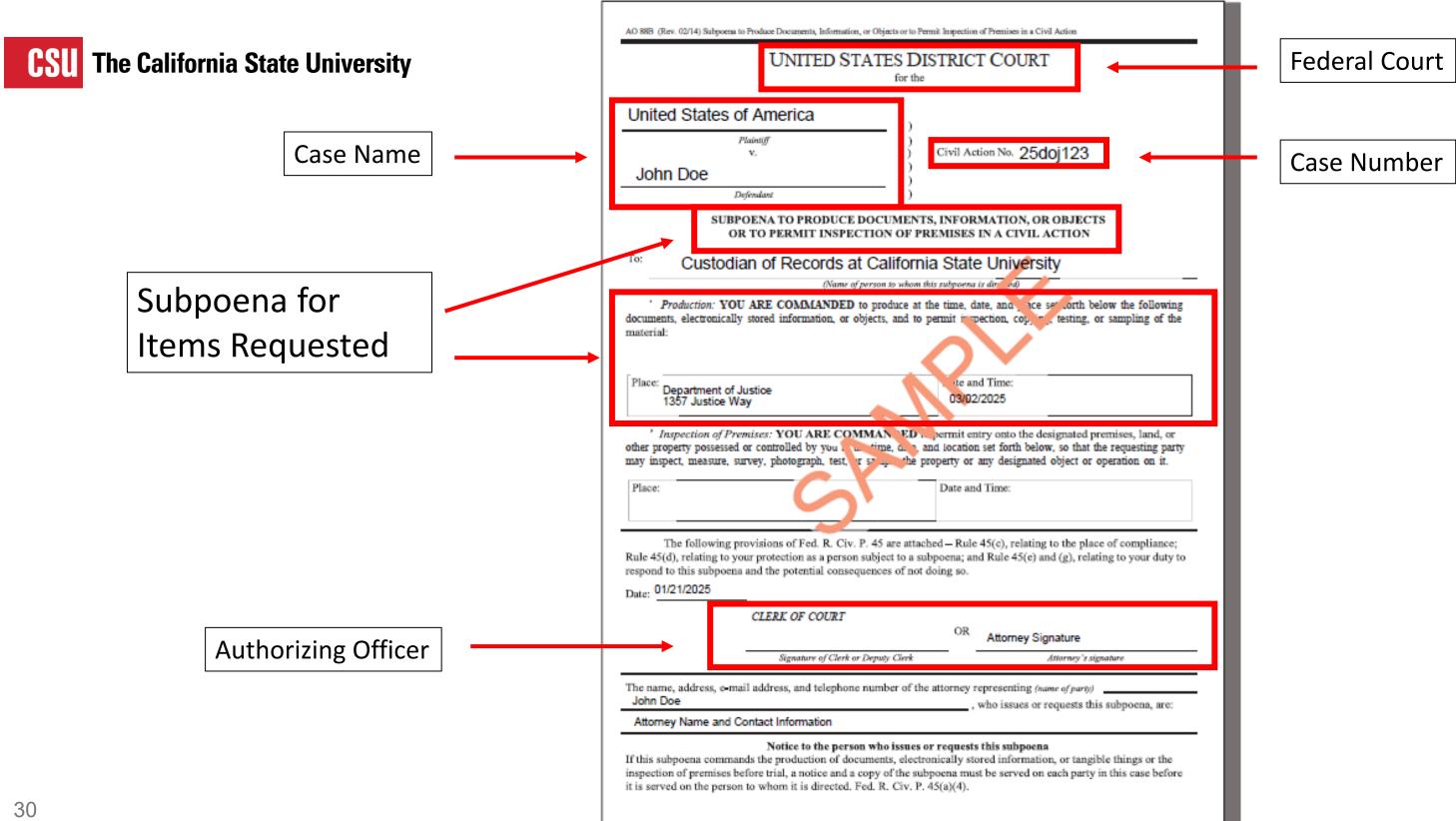
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Example of a Judicial Subpoena

AO 88B (Rev. 02/14) Subpoena to Produce Documenta, Information, or Objects or to Permit Inspection of Premises in a Civil Action
UNITED STATES DISTRICT COURT
United States of America
Defendant) SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION To: Custodian of Decords at California State University
To: Custodian of Records at California State University
(Name of person to whom this subpoend is directed) ' Production: YOU ARE COMMANDED to produce at the time, date, and unce set worth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:
Place: Department of Justice 1357 Justice Way 03/02/2025
⁷ Inspection of Premises: YOU ARE COMMAN ED permit entry onto the designated premises, land, or other property possessed or controlled by you time, a. and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or 52 up the property or any designated object or operation on it.
Place: Date and Time:
The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so. Date: 01/21/2025
CLERK OF COURT
OR Attorney Signature
Signature of Clerk or Deputy Clerk Attorney's signature
The name, address, e-mail address, and telephone number of the attorney representing (name of party) John Doe , who issues or requests this subpoena, are:
Attorney Name and Contact Information
Notice to the person who issues or requests this subpoena If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before

it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).







Court Order

If an immigration enforcement officer arrives with a court order, the designated campus official shall review the order with University Counsel.

Notice to Appear

- Issued by ICE, CBP, or USCIS to commence formal removal proceedings against an individual before an immigration court.
- Notice may be sent by mail.
- Contains allegations about individual's immigration status.
- Notifies individual to appear on specific date/time.
- Does not authorize arrest.
- Individual in receipt of Notice to Appear should consult with immigration legal counsel. See Legal Support Services.



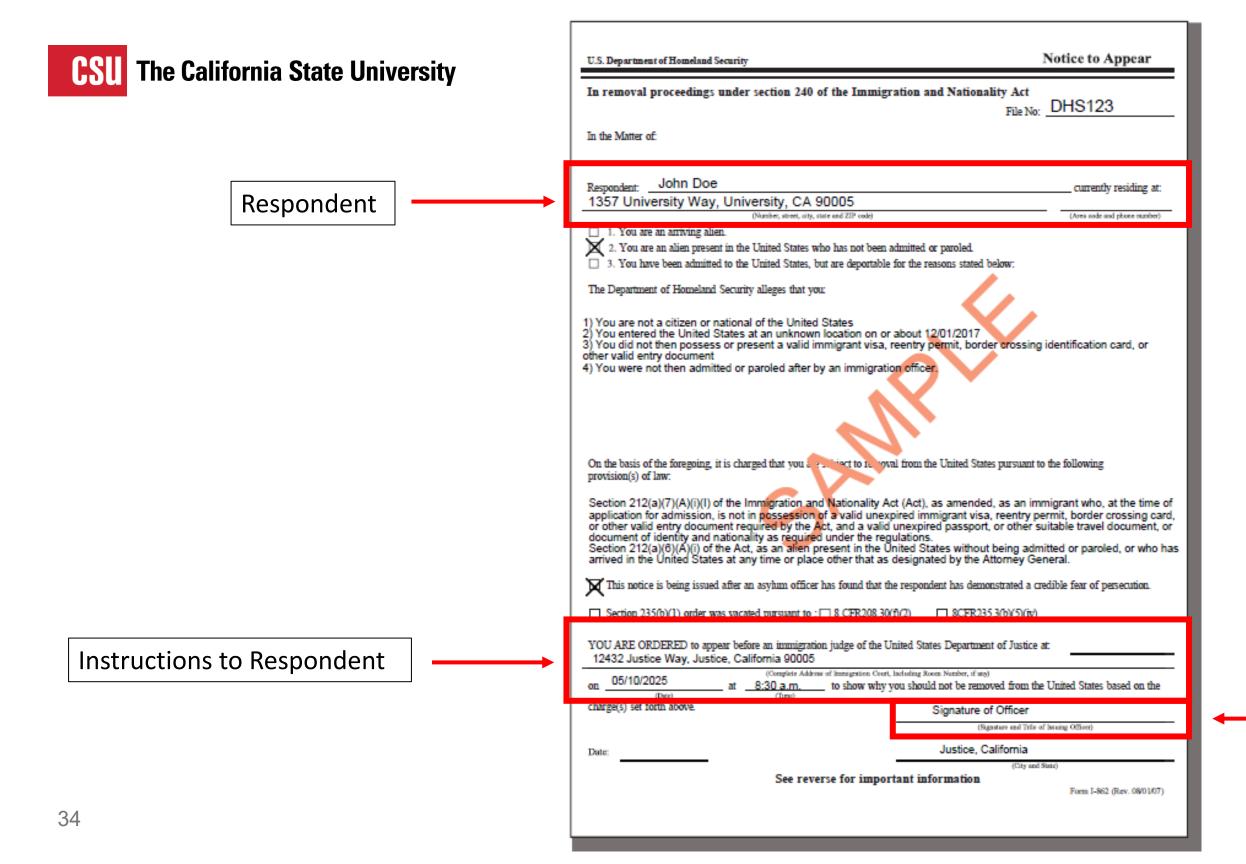


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Notice to Appear

U.S. Department of Homeland Security	Notice to Appear
In removal proceedings under section 240 of the Immigration and Nationa	lity Act File No: DHS123
In the Matter of:	
Respondent: John Doe	currently residing a
1357 University Way, University, CA 90005	
(Number, storet, sity, state and ZIP code) 1. You are an arriving alien.	(Area code and phone numbe
2. You are an alien present in the United States who has not been admitted or paroled.	
3. You have been admitted to the United States, but are deportable for the reasons stated.	helms:
The Department of Homeland Security alleges that you:	
1) You are not a citizen or national of the United States 2) You entered the United States at an unknown location on or about 12/01/2017 3) You did not then possess or present a valid immigrant visa, reentry permit, bord other valid entry document	er crossing identification card, or
 You were not then admitted or paroled after by an immigration officer. 	
On the basis of the foregoing, it is charged that you a subject to removal from the United Stat provision(s) of law:	es pursuant to the following
Section 212(a)(7)(A)(i)(I) of the Immigration and Nationality Act (Act), as amende application for admission, is not in possession of a valid unexpired immigrant visa or other valid entry document required by the Act, and a valid unexpired passport document of identity and nationality as required under the regulations. Section 212(a)(6)(A)(i) of the Act, as an alien present in the United States without arrived in the United States at any time or place other that as designated by the A	a, reentry permit, border crossing c c, or other suitable travel document t being admitted or paroled, or who
X This notice is being issued after an asyhum officer has found that the respondent has demo	instrated a credible fear of persecution.
Section 235(b)(1) order was vacated pursuant to : 8 CFR208.30(f)(2) 8 CFR23	5.3(b)(5)(iv)
YOU ARE ORDERED to appear before an immigration judge of the United States Department 12432 Justice Way, Justice, California 90005	nt of Justice at:
(Complete Address of Immigration Court, Including Room Number, if any op 05/10/2025 at 0.20 a pp to choose when your should not be represented	
(Duix) (Time) (Duix) (Time)	
charge(s) set forth above. Signature of	
(8)	gastere and Trile of Issuing Officer)
Date: Justice, C	alifornia
See reverse for important information	(City and Sinic)





Authorizing Officer



Resources

- Resources for Undocumented Students.
 - Includes: Resources, Guides and FAQs.
 - California Attorney General Guidance to Universities in Responding to Immigration Issues. See Sections 2 and 3.
 - FAQ for CSU Employees About Federal Immigration Enforcement **Actions on University Property**
- University Counsel