

What To Do If A Federal Immigration Enforcement Officer Requests Access to University Property or Records.

1. Be respectful. Inform the officer that you are not authorized to release student or employee data or provide access to non-public spaces, and must contact the university official designated to verify the immigration enforcement documents and contact that individual. UPD and [University Counsel](#) are also available to assist.
2. Ask the immigration officer for a copy of the officer's credentials (name and badge number), and contact information and record this information.
3. Ask the officer if you may make copies of the documents presented, and if permitted, do so.
4. Provide this information to the designated university official and wait for guidance from this university official, UPD or University Counsel.
5. An immigration officer must present a valid judicial warrant to access nonpublic areas of the University or to search university records unless exigent circumstances exist. If the officer declares that exigent circumstances exist and demands immediate access, comply with the officer's orders and immediately alert UPD.
6. If the officer does not declare that exigent circumstances exist, the university official designated to verify immigration enforcement documents will review the documents and if valid, will promptly act in accordance with the requirements of the officer's documentation.
 - [Administrative Warrant](#)—if the officer provides an administrative warrant, respectfully explain that you cannot grant access until the officer returns with a judicial warrant. An administrative warrant is issued by DHS or ICE, not a judge.
 - [Judicial Warrant](#)—promptly comply with the warrant. A judicial warrant is signed by a federal judge.
 - [Subpoena](#)—subpoenas do not require immediate action. Consult with University Counsel and process according to subpoena deadlines.
7. If the officer appears to lack authorization and enters the premises without consent, do not attempt to physically impede the officer. Contact UPD and document the officer's actions while on campus.
8. Immediately after the encounter with the officer, do your best to record the following information and provide to designated university official and University Counsel:
 - a. List or copy of the officer's credentials and contact information;
 - b. Identity of all personnel who communicated with the officer;
 - c. Details of the officer's request;
 - d. Whether the officer presented a warrant or subpoena to accompany the request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
 - e. Your response to the officer's request;
 - f. Any further action taken by the officer; and
 - g. Copy of any documents presented by the officer.
9. The university designated official will coordinate notification to the impacted students and/or employees unless legally prohibited.