

# HOW TO RESPOND TO IMMIGRATION-RELATED LAW ENFORCEMENT REQUESTS

Caltech is committed to maintaining safe and secure campuses for every member of the Caltech community. Below is information to know and steps to take if an immigration or law enforcement officer approaches you requesting access to Caltech premises, information or records.

## WHAT TO KNOW

### **Public and Non-Public Areas**

- Immigration or law enforcement officers are entitled to enter public areas of campus and buildings open to the public.
- Immigration or law enforcement officers cannot enter nonpublic areas of Caltech (e.g., living quarters, office workspaces, classrooms, research laboratories) without consent, unless they have a valid judicial warrant, or exigent circumstances exist.

### **Information and Records**

- Caltech must maintain the confidentiality of personnel and student records and personal and personally identifiable information.
- Caltech requires immigration or law enforcement officers to produce valid documentation (warrant or other lawful order) authorizing the disclosure of such confidential information.
- Absent a lawful order, Campus Security will only provide personal information about an individual that is publicly available.

## STEPS TO TAKE

- If you have been presented with what appears to be a subpoena or other lawful order requesting access to information or nonpublic areas, immediately contact **Caltech Security at x5000**, which is available 24 hours a day. Security may also direct you to contact the **Office of General Counsel at 818-354-0999**.
- Inform the officer that you are not authorized to consent to requests for access to nonpublic areas or information and that the Office of General Counsel must review the documentation.
- If you are not given a copy, **make a copy** of the order. Also copy or **document** the officer's identifying and contact information (badge information, business card, etc.).

### **Exigent Circumstances**

- If an immigration or law enforcement officer declares that exigent circumstances exist and demands immediate access to an area, comply with the officer's orders.
- If not already contacted, **immediately contact** the Office of General Counsel at 818-354-0999 or Caltech Security at x5000.
- If possible, **document** and provide to Caltech Security relevant information about the incident, including the information listed above and any additional details about the officer's request and actions, as well as your response and that of any other Caltech community members present.

The Caltech logo, featuring the word "Caltech" in a bold, orange, sans-serif font.