

August 29, 2017

Adelphi University Protocols for Contact From Immigration and Customs Enforcement (ICE) and Other Governmental Agents Inquiring About Immigration Status

Regarding DACA students and the two Executive Orders temporarily restricting entry of certain foreign nationals in to the United States: each of these Executive Orders have been enjoined by Federal courts and are not in effect, at least temporarily. Adelphi University, through its DACA International and Immigration Task Force, is committed to monitoring such orders and related policies and their effect on campus climate.

It is essential for the university to have a consistent set of protocols to serve as a guide when responding to government inquiries. In light of the revised Executive Order, as well as heightened attention to undocumented immigrants living in the United States, the following set of protocols are designed to guide the university community in the event they are contacted by Immigration and Customs Enforcement Officers (ICE) or other governmental agents (agent).

Protocols

If contacted by an ICE agent or other law enforcement agent seeking information about or access to a student, faculty or staff, refer the agent to the Executive Vice President for Finance and Administration (or designee).

1. If you receive a phone call, follow the protocol above, but also record date and time of the call, as well as the agent's name.
2. The Executive Vice President will ask that the agent:
 - Provide a reason for the inquiry
 - Provide evidence of authorization (i.e. judicial or administrative subpoena or warrant)
 - Explain whether or not the *sensitive locations* policy has been followed
3. The Executive Vice President will immediately contact Adelphi University Legal Counsel (no action will be taken prior to consultation with and response from Legal Counsel).
4. In the event that the agent(s) produces a subpoena or warrant, that document must be provided to Legal Counsel to determine validity and scope of the warrant.
5. Once Legal Counsel verifies the warrant, the Executive Vice President, in consultation with the Adelphi University President, will be the sole authority to determine whether to provide information to the agents or to allow access to campus areas not open to the general public.
6. If a letter or other correspondence is received from the agent(s), or the FISA Court, forward it to the Executive Vice President for Finance and Administration (or designee). Do not respond on your own.
7. Information regarding a person's immigration status will be released only if required by legal mandate.

8. Without a legal mandate, there will be no enforcement of federal immigration laws.