



## **Guidance and Protocols for Law and Immigration Enforcement Officers on Campus**

### **Context:**

In compliance with the St. Bonaventure University Campus Law Enforcement & Jurisdiction Policy, St. Bonaventure University strives to maintain a safe and secure campus, including all facilities and equipment. The Office of Safety & Security is established to aide in the enforcement of federal, state and local laws; prevent crime on campus; regulate noncriminal conduct and preserve the peace. To fulfil these objectives St. Bonaventure University maintains a close working relationship with area law enforcement agencies within close proximity of St. Bonaventure University. The Campus Law Enforcement & Jurisdiction Policy establishes the university's policies and procedures regarding (a) the law enforcement authority of Safety & Security personnel; (b) the working relationship between Safety & Security and local law enforcement; and (c) the monitoring of criminal activity at off-campus student organizations.

### **Purpose:**

This guidance document is intended to ensure there is a process in place for all requests from local, state and federal law enforcement (including Immigration and Customs Enforcement) to be referred to the Office of Safety and Security and if applicable, the Primary Designated School Official (responsible for maintaining SEVIS student records) or Human Resources (responsible for maintaining employee records), for intake and response consistent with all relevant legal requirements.

### **Guidance:**

#### **Who are law enforcement or federal immigration enforcement officers and why could they be campus?**

Local, state and federal law enforcement officers may come to campus for varied reasons. Local Police may come to campus when called to investigate and crime on campus or make arrests. They also may be responding to emergencies like fights, or medical emergencies. State Police may come to campus for major crimes like sexual assault, or large-scale drug activity. Some state agencies offer specialized forensic services or technical support for local investigations. Federal Law Enforcement (FBI, DEA, ATF, etc.) may be on campus if a crime involves federal law (*ie. terrorism, weapons violations*). Secret Service or FBI might be on campus if a high-profile person is visiting (*ie. a politician or foreign dignitary*).

Federal immigration officers from the Department of Homeland Security (DHS), including Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection (CBP), U.S. Citizenship and Immigration Services (USCIS), or other agencies may come to campus for different reasons. They could be on campus to perform site visits for visa compliance review, inspect I-9 employment verification

records, to request information or records on individuals, or to apprehend individuals. By current federal policy, federal law enforcement, including ICE, may enter any public space on campus. However, private spaces such as residence halls, are restricted and federal agents may only enter with **consent**, in case of emergency or immediate safety concerns, or proper documentation, such as a judicial warrant. If a campus faculty or staff member provides consent, federal immigration officers may be permitted to take enforcement action in nonpublic spaces, even if the faculty or staff member is not an authorized campus official. Therefore, it is critical that all staff and faculty understand their responsibilities and know who to contact if any law enforcement or federal immigration enforcement officers request access to such areas.

### **How can I identify these officers?**

Typically, a member of any law enforcement will wear a uniform, badge, or other item of clothing that identifies them as law enforcement officers. If you are uncertain whether an individual is a member of law enforcement, please DO NOT make assumptions; contact the Office of Safety and Security.

### **What should I do if a Law or Immigration enforcement officer asks me for student or employee information/records such as a particular individual's current location, assigned residence hall room or office, or information about an individual in an official file or record?**

**First:** Tell the officer you are not authorized to respond to their request.

**Second:** Contact the Office of Safety and Security who will review and respond to the request and contact the appropriate campus office as defined above.

Below is a short script that you can use:

"I am not authorized to respond to this request. I will notify the Office of Safety and Security, who will review and respond to your request."

### **What should I do if the officer says they have a warrant or subpoena?**

Contact the Office of Safety and Security; they are knowledgeable on how to review and respond to warrant requests. and will request to see a signed judicial warrant from law enforcement or immigration officers. YOU ARE NOT AUTHORIZED to receive service of any warrant or subpoena or respond with information/records pursuant to any warrant or subpoena.

### **What if the officer says that it is an emergency or a matter of national security?**

You should respond as follows "I will relay the urgency to our Office of Safety and Security and will do my best to get you assistance as soon as possible. I am not authorized to respond to this request."

What if I see an officer/agent approach a student or employee, or arrest/detail a student or employee? Notify Office of Safety and Security immediately. DO NOT:

- Put yourself at physical risk or at risk of arrest.
- Make any deceptive or misleading statements to federal officials, or otherwise engage in deceptive or misleading conduct.
- Attempt to hide or conceal any individual.

**What if I can't reach anyone from the Office of Safety and Security?**

The Office of Safety and Security, located on the first floor of Doyle Hall, is open 24 hours a day providing around-the-clock services to the campus community. Security Officers are on duty 24 hours a day, seven (7) days a week, 365 days a year. Campus Safety & Security administrators and supervisors are available on site and/or on-call 24/7 to respond to and support any incidents that may arise.

**What should I do if the media asks me questions about the presence of officers on campus?**

Direct their questions to the Office of Marketing and Communications immediately.

**Campus Contact Information:**

Office of Safety and Security: (716) 375-2525 – Doyle Hall 122  
Associate Dean for Campus Safety: Gary Segrue (716) 375-2525  
Campus Safety Investigator: Jason Cresanti (716) 375-2525  
Chief Communications Officer: Tom Missel (716) 375-2303