Responding to Law Enforcement Requests for Access to Campuses for Immigration Enforcement Purposes

Fresno Pacific University provides the following guidance on how to best respond to law enforcement requests or presence on FPU campuses:

- Fresno Pacific University shall advise all students, faculty and staff to immediately notify Campus Safety at 559-453-2298 if any law enforcement agency (including ICE) is present and/or requesting information from FPU or serving any warrants or subpoenas. Campus Safety will work with Jake Gilbertson, Vice President of Student Development, to determine how FPU can legally comply with any requests that are made.
- If the officer declares that exigent circumstances exist and demands immediate access to the campus, Fresno Pacific University personnel should not refuse the officer's orders and immediately contact Campus Safety.
- Campus Safety shall determine what type of authorization is being provided to support the officer's request for access.
- Fresno Pacific personnel should not attempt to physically interfere with an officer, even if the officer appears to be acting without consent or exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, Fresno Pacific University faculty and staff shall immediately contact Campus Safety and document the interaction with the officer.

When documenting interactions with an immigration enforcement officer, Fresno Pacific personnel should strive to include the following details:

- Name of the officer and if available, the officer's credentials and contact information
- Identity of all school personnel who communicated with the officer
- Details of the officer's request
- Whether the officer presented a warrant, subpoena or court order to accompany his/her request, what was requested in the warrant/subpoena/court order and whether the warrant/subpoena/court order was signed by a judge
- Fresno Pacific University personnel's response to the officer's request
- Any further action taken by the immigration officer
- Photo or copy of any documents presented by the agent

Fresno Pacific University personnel shall provide a copy of those notes and associated documents collected from the officer to Vice President Gilbertson.

In turn, Vice President Gilbertson shall submit a timely report to the university's executive leadership team and the department of campus safety regarding the officer's requests and actions and the university's response(s).