

FACULTY/STAFF GUIDANCE FOR MANAGING INQUIRIES FROM FEDERAL IMMIGRATION OFFICIALS

IF AN IMMIGRATION OFFICER REQUESTS UNIVERSITY INFORMATION REGARDING A PERSON:

1. Be polite and respectful. Do not do anything that interferes with an officer's duties.
2. If the officer requests information or presents you with a warrant, subpoena, or order, tell the officer: "I understand that you're here in an official capacity. The UO generally cooperates with government investigations. I'm, however, obligated to call our General Counsel's office. I'm not authorized to provide any information on any person or accept service of any warrant, subpoena, or order."
3. Ask for the officer's name, ID number, agency affiliation, and business card. Ask to make a copy of any document presented by the officer.
4. Contact UO General Counsel's Office at (541) 346-3082 and provide the officer's identification information. Leave a voicemail if necessary. Email any document provided by the officer to gcounsel@uoregon.edu.
5. Get guidance from the UO General Counsel's Office about what requested documents or information maybe provided, if any.



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IF AN IMMIGRATION OFFICER SEEKS YOUR CONSENT TO ENTER A LIMITED-ACCESS SPACE, SUCH AS A CLASSROOM, OFFICE, CONFERENCE ROOM, OR SECURED AREA:

1. Be polite and respectful. Do not do anything that interferes with an officer's duties.
2. Tell the officer: "I understand that you're here to enforce immigration law. I'm not obstructing your progress, but I am obligated to call our General Counsel's office before you proceed. Also, I'm not authorized to accept service of any warrant, subpoena, or order."
3. Ask for the officer's name, ID number, agency affiliation, and business card.
4. Before granting access, contact UO General Counsel's Office at (541) 346-3082, provide the officer's identification information, and obtain guidance. Leave a voicemail if necessary. Email any document provided by the officer to gcounsel@uoregon.edu
5. If needed, you may also contact the UO Police Dept. at 541-345-3232 or 911.
6. If the officer enters without permission, do not interfere with the officer's actions. If possible, take detailed notes of what transpires.