

PROCEDURE

Effective Date: September 23, 2019

Approved By: Vice President Melynda Huskey

Authority: [POL-U7100.03A](#)

PRO-U7100.03A RESPONDING TO REQUESTS FOR ACCESS TO NON-PUBLIC AREAS OF CAMPUS OR STUDENT RECORDS FOR IMMIGRATION ENFORCEMENT PURPOSES

Action by:

University employees (including student-employees)

Director of Public Safety and/or Assistant Attorney General

Action:

1. Upon discovery of request or attempt to access non-public areas of campus or student records by Immigration and Customs Enforcement (ICE) or other third party immigration officials, **immediately notifies**:
 - University's Director of Public Safety (360) 650-3555 or 3911; and/or
 - University's Assistant Attorney General's Office (360) 650-3117

This provision applies to employees of Western on the University campus in Bellingham and at other Western satellite locations.

2. **Verifies** legality of requested access and/or validity of warrant or court order. A valid warrant must:
 - Properly identify the agency with authority to search or seize;
 - Correctly identify the search location(s);
 - Include the correct date and not be expired;
 - Reference a specific person of interest, and if so, permit contact only with that specific person;
 - Be signed by a judge.
3. Upon verification of warrant or court order, Director of Public Safety and/or Assistant Attorney General notifies Vice President of Enrollment and Student Services or designee, who takes responsibility to make all reasonable efforts to **inform** student of verified warrant.