

## **Immigration and Customs Enforcement Public Space Guidance:**

*If you see immigration officers on campus, such as in a parking lot or in public-use spaces:*

Call College Safety at 503-594-6650. College Safety will approach the officers to inquire about their intentions and if needed, escort the agents directly to the relevant office.

*If you are approached by an immigration officer:*

“I am not authorized to provide any information. Our Vice President of Finance and Operations, Jeff Shaffer, can assist you. He can be reached at [jeff.shaffer@clackamas.edu](mailto:jeff.shaffer@clackamas.edu) or 503-594-3101. In the meantime, I will call College Safety (503-594-6650) so they can connect you with the appropriate authority for your request.”

*If an immigration officer presents what appears to be a warrant:*

“I am not authorized to determine the validity of a judicial warrant. That will be handled by our Vice President of Finance and Operations, Jeff Shaffer. He can be reached at [jeff.shaffer@clackamas.edu](mailto:jeff.shaffer@clackamas.edu) or 503-594-3101. In the meantime, I will call College Safety (503-594-6650) so they can connect you with the appropriate authority for your request.”

*If you feel safe and comfortable doing so, here are some questions you are legally allowed to ask the officer:*

“Can you provide me with your name, agency, identification number and contact information?” If that information is provided, document it along with the time, date and location of the interaction. If it is not provided, document that the request was denied, as well as the time, date and location. Text the information to the Portland Immigrant Rights Hotline at (888) 622-1510. Such documentation could be helpful to someone’s legal case if they are detained.

## **Immigration and Customs Enforcement Limited-Access Space Guidance:**

*If you are approached by an immigration enforcement officer asking to enter your classroom, office, or other limited-access space (areas where specific learning or business purposes drive use):*

“I am not authorized to provide any information and cannot let you into the room, which is designated a limited-access space on campus and is not open to the public. In the meantime, I will call College Safety (503-594-6650) so they can assist you.”

*If they present a warrant or attempt to request further information or room access:*

“I am not trying to obstruct your process. I do not have the authority to assess the validity of a judicial warrant. You will need to contact our Vice President of Finance and Operations, Jeff Shaffer. He can be reached at [jeff.shaffer@clackamas.edu](mailto:jeff.shaffer@clackamas.edu) or 503-594-3101. I will call College Safety (503-594-6650) so they can connect you with the appropriate authority for your request.”

*If you feel safe and comfortable doing so, here are some questions you are legally allowed to ask the officer:*

“Can you provide me with your name, agency, identification number and contact information?” If that information is provided, document it along with the time, date and location of the interaction. If it is not provided, document that the request was denied as well as the time, date, and location. Text the information to the Portland Immigrant Rights Hotline at (888) 622-1510. Such documentation could be helpful to someone’s legal case if they are detained.

## **Do's and Don'ts: Responding to Immigration and Customs Enforcement officers on campus as an employee of Clackamas Community College**

1. **Do make sure all surrounding staff and students are within the building and in their classrooms and/or offices.** If you are teaching, do not leave your classroom or students unattended.
2. **Do not allow entry to “limited-access areas.”** Do understand our campus is open to the public. However, college classrooms, offices, and areas where specific learning or business purposes drive use are generally “limited-access areas” and require a signed judicial warrant to enter. You may explain to the officer that you do not have authority to respond to their request and are not obstructing their process.

No employee should interfere with or disrupt any law enforcement officer serving an arrest or search warrant signed by any judicial court.

3. **Do request the officer's name, agency, identification number, and contact information if you feel it is safe to ask.** Be sure to also pay attention to the time, date, location, and other details from the interaction.
4. **Do not answer any questions, disclose information of any kind, or grant access.**
5. **Do redirect all requests to Vice President of Finance and Operations Jeff Shaffer at [jeff.shaffer@clackamas.edu](mailto:jeff.shaffer@clackamas.edu) or 503-594-3101.** You may also contact College Safety at 503-594-6650. College Safety can escort the officer directly to the relevant office.