

Immigration Customs Enforcement Sweeps Roles/Responsibilities—Staff FAQ

In support of Chancellor Christ's messages and in alignment with the *University of California Statement of Principles in Support of Undocumented Members of the UC Community* ([full document here](#)), the campus has prepared a one-page briefing of roles/responsibilities of our staff to safeguard our campus from disruptions to our academic environment and to ensure that our campus community is equipped to respond.

1. *If I work in a public access building, can I prohibit access to federal immigration officers in support of our undocumented community?*

No. UC does not have authority to prohibit federal immigration enforcement officers from coming on campus to enforce federal law. But, you should alert your supervisor/manager that an immigration enforcement officer is on campus.

2. *I work in the Residence Halls, where public access is restricted. Am I obligated to provide access to federal immigration officers?*

It depends. If the immigration enforcement officer has a certain kind of warrant, then the answer is yes. But, if the immigration enforcement officer does not have that kind of warrant, then the answer is no. Please follow the steps below to determine the requirements imposed by warrants.

Step 1- Know your rights; UC employees are not required to affirmatively assist federal immigration authorities or grant permission to enter **limited access** space when officers do not have a judicial warrant ([see picture](#)) to enter;

Step 2- Know the difference between a civil and administrative warrants, which **do not authorize** entry without consent, versus a criminal search ([see picture](#)) or arrest warrant, which may authorize entry without consent;

Step 3- If you are served with a warrant, ask the officer for their name, identification number and agency affiliation;

Step 4- Ask for a copy of any warrant or subpoena they may have and request that they slip it under the door;

Step 5- Inform the officer that you are not obstructing their process but need to consult with Campus Counsel. Contact your supervisor. If you cannot reach your supervisor, call the office of the Vice Chancellor to which your unit reports. If you cannot reach anyone, email Interim Chief Campus Counsel David Robinson at dmrobinson@berkeley.edu or phone [\(510\) 642 7791](tel:5106427791).

3. *I work in the Financial Aid Office, if an immigration enforcement officer request personal and personally identifiable information about a student, am I obligated to provide the requested information?*

No. As a University employee, you are required to maintain the confidentiality of personal and personally identifiable information, and records containing such information. The University generally requires federal immigration enforcement officers and other law enforcement officers to produce a valid subpoena authorizing the disclosure of student or patient records that contain personal or personally identifiable information. Federal officers generally have no greater access to student or other University records than any member of the public unless they have a valid subpoena.

4. *I work in Human Resources, if an immigration enforcement officer requests personal and personally identifiable information about a staff member, am I obligated to provide the requested information?*

No. As a University employee, you are required to maintain the confidentiality of personal and personally identifiable information, and records containing such information. The University generally requires federal immigration enforcement officers and other law enforcement officers to produce a valid subpoena authorizing the disclosure of staff records that contain personal or personally identifiable information. Federal officers generally have no greater access to staff or other University records than any member of the public unless they have a valid subpoena.

5. *I work in the Martin Luther King, Jr. building where I lock my doors as part of my normal management of the space. Can I lockout immigration enforcement officers and deny access to the space?*

You can limit access to your space, but you are still obligated by law to follow the procedures above (question 2) if presented with a warrant.