

Protocol for Immigration Agent Request for Information

The University of Dayton has protocols in place for responding to government authorities, particularly as such officials engage in immigration enforcement activities. It is important that all offices be aware of these protocols. Please share this information with your colleagues and especially with students who work in your office.

If you are approached by an Immigration and Customs Enforcement (ICE) agent or any other immigration official requesting access to University-controlled property or asking for information or documents:

- Contact the Office of Legal Affairs (229-4333) or Public Safety (229-2121) if after business hours.
- Respectfully ask the agent(s) to provide identification, ask about the reason for the visit, and note that you will need to refer the individual to the Office of Legal Affairs. If the contact is by phone, please seek to get a written inquiry on agency letterhead.
- You can inform the agents that the request will be addressed in a timely manner but there are institutional protocols in place that need to be followed.
- Do not provide any information about students, faculty or staff unless you have the appropriate authorization to do so.

The University requires a subpoena, court order, or other lawful documentation, such as a warrant, before allowing agency officials access to University-controlled premises or documents.

The Office of Legal Affairs will review the documentation presented and will assess the nature of the request, the validity of the documentation and, if the request is for student education records, whether or not FERPA may apply.

The University will work to protect the rights of all students, faculty and staff, and guests to our campus. Legal Affairs will work with the department or individual receiving the request and other offices impacted by any requests to provide a coordinated response and support.

Additional Information

Know your Rights should you be stopped or questioned

It is important to be aware of rights and obligations when in contact with Immigration Agents, FBI or police. Most importantly, you have three basic rights:

- You have the right to remain silent when questioned.
- If you are detained, you have the right to contact a lawyer immediately.

- You have the right to refuse to sign anything without consulting with an attorney.

Organizations like the American Civil Liberties Union (<https://www.aclu.org/know-your-rights>) and the National Immigration Law Center (<https://www.nilc.org/get-involved/community-education-resources/know-your-rights/>) provide helpful information regarding these rights and obligations, in multiple languages. They also have printable cards you can carry with you.

Support on Campus

We urge anyone experiencing distress or needing support to consider the following offices and individuals as resources:

Office	Contact Information
Center for International Programs	Tim Kao, Director of International Student and Scholar Services tkao1@u Dayton.edu or 937.229.2770
Office of Multicultural Affairs	Patty Alvarez, Assistant Dean of Students and Director of Multicultural Affairs palvarez1@u Dayton.edu or 937.229.3634
Campus Ministry	Crystal Sullivan, Director of Campus Ministry csullivan1@u Dayton.edu or 229-3369
Office of Diversity and Inclusion	Larry Burnley, Vice President for Diversity and Inclusion lburnley1@u Dayton.edu or 937.229.4073
Human Rights Center	Camilo Pérez-Bustillo, Executive Director of Human Rights Center; Research Professor of Law cperezbustillo1@u Dayton.edu or 937.229.3246
Counseling Center (students)	937.229.3141
Employee Assistance Program (staff and faculty)	https://u Dayton.edu/hr/wellness-program/lifeworks-eap.php

Immigration Working Group Members	Contact Information
Larry Burnley, Vice President for Diversity and Inclusion	lburnley1@u Dayton.edu 937.229.4073
Ellen Fleischmann, Professor of history and Alumni Chair in Humanities	efleischmann1@u Dayton.edu 937.229.3046

Immigration Working Group Members	Contact Information
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Amy Anderson, Executive Director of the Center for International Programs	aanderson@udayton.edu 937.229.4413
Patty Alvarez, Assistant Dean of Students and Director of Multicultural Affairs	palvarez1@udayton.edu 937.229.3634
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