

Lake Land College Procedures for Responding to Immigration Enforcement Activities

Purpose

Lake Land College is committed to protecting the rights and safety of every member of the Lake Land College community. These procedures provide guidance on how to respond to inquiries and requests from immigration enforcement officials regarding the immigration status of students, employees, or associated persons. These procedures ensure compliance with the Illinois TRUST Act (5 ILCS 805/15) and Public Act 104-0440 prohibiting the disclosure of citizenship or immigration status information, and requiring procedural safeguards for enforcement interactions. Additionally, these procedures ensure FERPA compliance and compliance with other applicable state and federal laws to protect campus safety and individual rights. These procedures apply to all College employees on any College-leased or owned property, including extension centers, instructional sites, and any property governed by the College (such as event locations).

General Guidance for All Employees

Lake Land College is prohibited from threatening or knowingly disclosing any information related to the immigration or citizenship status of a student, employee, or person associated with a student or employee to an external party, including immigration officials, unless required by state or federal law. Designating immigration status, citizenship, place of birth, or nationality as directory information is also prohibited.

Employees should not respond directly to any inquiries by immigration officials regarding the immigration or citizenship status of students or employees. All inquiries should be directed to the Lake Land College Police Department immediately. If an immigration official seeks access to campus or requests information, employees must inform the immigration official that the Lake Land College Police Department is the appropriate point of contact and immediately notify the Lake Land College Police Department of the request.

Initial Contact and Referral Procedures

Upon contact with an immigration official, the Lake Land College Police Department shall gather the following information:

- First and last name of person(s) seeking the request;

- Affiliated agency;
- Proof and copy of identification;
- Badge number and valid government ID (obtain copies);
- Contact information;
- Purpose of the request;
- All warrants, court orders, or subpoenas presented (obtain copies).

After gathering information, the Lake Land College Police Department will immediately inform the President's Cabinet and the Lake Land College Chief of Police, unless there is a valid signed judicial warrant or a life safety concern. The Lake Land College Police Department will act appropriately in accordance with the law.

Documentation Verification and Access to Non-Public Areas

The President's Cabinet and Lake Land College's Chief of Police shall consult with legal counsel regarding the immigration enforcement request and forward all information obtained from the Lake Land College Police Department. Legal counsel shall verify the validity of the presented documents and advise college leadership on lawful responses.

Immigration officials may not access non-public Lake Land College areas, interview students or employees, or obtain non-public information unless and until legal counsel provides verification that they have a valid judicial warrant, court order, or subpoena. Pending document verification from legal counsel, Lake Land College personnel must not:

- Confirm whether the student or employee is in attendance;
- Release any protected information;
- Provide access to or facilitate interviews with students or employees; or
- Allow immigration officials to enter non-public spaces.

Notification and Consent for Students or Employees

- Lake Land College Police Department will request that immigration officials present a judicial warrant, court order, or subpoena before any action involving a student or employee.
- The President's Cabinet and Lake Land College's Chief of Police will consult with legal counsel as described above.
- Unless prohibited by a judicial warrant or court order, the Lake Land College Chief of Police will contact the student or employee of the request and provide the individual with a copy of the subpoena, court order, or warrant that was provided to the Lake Land College Police Department.

- Lake Land College will not provide information or allow access to a student or employee without their written consent, unless required by a judicial warrant or court order.

Immigration Enforcement Impact on Campus

Lake Land College's President's Cabinet and the Lake Land College Chief of Police will assess whether the presence of immigration enforcement officials could adversely impact campus safety or operations. If notification to the Lake Land College community is warranted, the President's Cabinet, Lake Land College Chief of Police, and Lake Land College Director of Marketing and Public Relations shall appropriate communications. Notification may be issued to the entire College community or limited to specific units or departments, based on the scope of the potential impact and the requirements of the law.

Documentation of Interactions/Post-Encounter Record

Following any encounter with immigration enforcement officials, the Lake Land College Chief of Police will maintain a record of the encounter on the Immigration Enforcement Post-Encounter Record. All post-encounter records will be stored in the Lake Land College Chief of Police's office.