

UIS Immigration Status Privacy and Law Enforcement Interactions Procedures

Purpose:

To implement Illinois law and University policy to:

1. Protect student and employee citizenship or immigration status from threats or unauthorized disclosure; and
2. Standardize University response to law enforcement requests to enter campus or access University records when related to civil immigration enforcement.

Scope:

The University of Illinois Springfield and employees as defined in 110 ILCS 167/18

Procedures:

1. Privacy and Non-Disclosure
 - a. Employees must maintain privacy and confidentiality in accordance with applicable university policies and State and federal laws.
 - b. The university must not threaten to disclose or disclose the actual or perceived citizenship or immigration status of any student, employee, or associated person to external parties, without consent of the student, employee or associated person, unless required by State or federal law or rule.
 - c. As reflected in the University's Family Educational Rights and Privacy Act of 1974 (FERPA) Policy and [Student Conduct Code](#), directory information under FERPA does not include immigration status, citizenship, place of birth, nationality, or national origin.
2. Authorized Review Required: Any request from law enforcement, other than the University of Illinois Springfield Police Department (UISPD), to enter campus or to access a student or employee for civil immigration enforcement purposes triggers the following:
 - a. Refer the agent to UISPD and call UISPD's non-emergency number at [\(217\) 206-6690](#) to notify them of the agent's presence. University of Illinois Springfield Police Department will follow their procedures for civil immigration enforcement.
 - b. Deliver legal documents (warrants, subpoenas) to the Office of University Counsel (OUC) for review at uislegalcounsel@uillinois.edu. For further information. See https://www.legal.uillinois.edu/services/legal_guidance/lawsuits_claims___subpoenas
 - c. UISPD will coordinate with OUC; a Designated Official or Unit Executive Officer, or authorized designee,

- d. Employees should document the interaction when feasible: date, time and details of the interaction, and, if available, the name of the agent, agency affiliation, identification number, and contact information.
3. Campus Safety Notification
 - a. UISPD verifies whether immigration enforcement activity is occurring or has occurred on campus and assesses potential impact on campus safety and operations.
 - b. If immigration enforcement activity is confirmed and could adversely impact campus safety or operations, UISPD will inform Associate Chancellor for Strategic Communication or designee for purposes of fulfilling notification requirements under 110 ILCS 167/18(h).
 - c. In such cases, the Associate Chancellor for Strategic Communication or designee will notify the appropriate and affected unit or area to coordinate building access, crowd management, and communications, consistent with applicable law.

These Procedures do not override applicable university policies or laws and shall be interpreted consistent with 110 ILCS 167/18, including its definitions.

Nothing in these Procedures limits:

- a. The University's compliance with valid judicial warrants, orders, or subpoenas, or with other applicable laws (e.g., FERPA, 8 U.S.C. §§ 1373, 1644, 8 U.S.C. § 214).
- b. The University's ability to disclose information when permitted by applicable State or federal law.

Employees must comply with all applicable State and federal law when interacting with law enforcement agents and must not unlawfully impede, obstruct, or interfere with the actions of law enforcement agents.

Additional information and resources may be found at <https://www.uis.edu/immigration>.

APPENDIX A

IMMIGRATION WARRANT FORMS

The following are a list of commonly used civil warrant forms:

- [Form I-200](#): Warrant for the Arrest of Alien
- Form I-203: Order to Detain or Release Alien
- [Form I-205](#): Warrant of Removal/Deportation
- Form I-286: Notice of Custody Determination
- All warrants, hits, or requests contained in the "Immigration Violator File" of the FBI's National Crime Information Center database.
- [Notice to Appear \(NTA\) \(Form I-862\)](#): An NTA is a charging document issued by ICE, CBP, or U.S. Citizenship and Immigration Services. An NTA notifies an individual that they are expected to appear before an immigration judge on a certain date. An NTA does not authorize an individual's arrest by immigration enforcement authorities nor local law enforcement authorities.
- [Administrative Subpoena \(Form I-138\)](#): An administrative subpoena is a document issued by an immigration enforcement officer, not a court or judicial officer, that requests production of documents or other evidence.

Note that this list is not all-inclusive but shared for quick reference.