



## **Access to SLU Campus by Law Enforcement**

### **Protocols for the Appearance of Law Enforcement at the CUNY School of Labor and Urban Studies (SLU)**

#### **Actions and Inquiries**

SLU is committed to protecting the rights of every member of our community. Consistent with the rule of law, SLU does not permit law enforcement agents, including Immigration and Customs Enforcement (ICE) personnel, to enter our properties except when compelled to do so by law.

SLU must honor valid judicial warrants, court orders, and subpoenas. Because it is difficult for an untrained person to determine the validity of such documents, it is essential that any warrant, court order, or subpoena presented by law enforcement seeking access to SLU facilities or records be reviewed by the legal counsel before taking any action in response to law-enforcement officials, including ICE personnel. Below is a summary of the protocol for SLU staff stationed at SLU points of entry to follow if such personnel request access to SLU or any SLU student or employee or their records.

#### **For SLU Staff**

1. Only legal counsel can determine if an enforceable warrant has been issued and if access to the campus or records is required. No other employee is to provide access or information about an individual student, family member, or SLU employee under any circumstances.
2. Any SLU staff member asked by law enforcement for access to facilities or records should immediately alert the Dean's designee and ask the officer to wait in the building lobby or elevator lobby.
3. The Dean's designee will notify legal counsel immediately to facilitate review of any documents presented by law enforcement.

#### **Here is the contact information you will need:**

Dean's designee: Associate Dean Burt Sacks (929-775-1629)

Legal Counsel: **Richard White (646 617 6378)**

Public Safety: Graduate Center (212 817 7761) or CUNY Public Safety (646 664 2900)

#### **For the Dean's Designee**

1. Meet the law enforcement officers where they have been asked to wait.
2. Do not provide any information about an individual student, family member, or SLU employee under any circumstances while legal counsel is contacted.
3. The Designee will request:
  - a. The name and badge/ID number of the officer.



- b. The phone number of the officer's supervisor.
  - c. The purpose of the visit.
4. Obtain any documentation from the officer, such as a subpoena, search warrant, or arrest warrant.
5. Advise the law-enforcement officer that prior to responding to their request, you must notify and obtain guidance from the Dean and legal counsel, and that the officer must wait in the building lobby during this process.
6. Contact legal counsel and provide the details and documentation obtained from the law-enforcement officer. Do not take action until you obtain instructions from legal counsel.
7. In the case of a request related to a student or SLU employee, contact the individual(s) after consulting with legal counsel (as further described below).
8. If legal counsel advises you against providing access or information to the officer:
  - a. Inform the officer that you have been told by counsel that you cannot comply with the request and cannot gain access to the CUNY SLU campus.
  - b. After the officer has left, notify the student or SLU employee.
  - c. If the officer fails to comply with your instructions, do not physically attempt to interfere with any enforcement action. Notify legal counsel and have Public Safety contact the NYPD Precinct via [911](https://www.nypd.gov) to send assistance.
9. If legal counsel advises you to comply with the officer's request, ask counsel about contacting the student or SLU employee regarding the request.
10. Public Safety will complete an Incident Report regarding the incident.
11. For a subpoena or court order for information and/or records, inform the officer that the subpoena/court must be served upon the CUNY Office of General Counsel, at CUNY Central Office, by hand. The Office of General Counsel will then convey the subpoena to the Dean. The subpoena should be addressed to the attention of:

**Office of the General Counsel & Senior VC for Legal Affairs**

205 East 42nd Street, 11th Floor New York, NY 10017

Email: [ogc@cuny.edu](mailto:ogc@cuny.edu); Phone: [\(646\) 664-2911](tel:6466642911); Fax: [\(646\) 664-2964](tel:6466642964)

**If Law Enforcement/ICE agents gain access to SLU facilities**

Public Safety will observe the following protocol regarding law enforcement on campus:

- A college representative should follow the law enforcement officer(s) and document what they are doing, either by taking notes and/or recording the visit. The college representative should request the names of any/all law enforcement agents present.
- The college representative should log any items that are taken and ask the officers if copies of any documents can be made before they are taken. If the officers ask to take computers or electronic devices that are covered by the warrant, the college representative may request that the officers image the devices instead of seizing them. If



the seizure of any items will interfere with the ability to conduct business, the college representative should inform the officers and request that they not take the items but image/copy the items instead.

- The officers may ask to speak with employees or move them into different areas to be interviewed. The college representative:
  1. Should not interfere with the officers' attempts to speak with employees
  2. Should tell employees that they are not compelled to speak to law enforcement and may choose not to.
  3. Should not direct employees to be uncooperative with law enforcement or to refuse to answer questions.
- The college representative should request a list of all items removed by law enforcement.
- After law enforcement leaves, the college representative should immediately document details including the number of agents present and their names, actions taken, specific details of any requests made by the officers and the response to any such requests.