

July 10, 2017

**UCLA Advisory Council on Immigration Policy**  
**Quick Reference Guide for UCLA Faculty and Staff in case of Federal Immigration Enforcement Actions**

This quick reference card is designed to help frontline faculty and staff respond if approached by federal, state or local officials in order to come on campus, enter UCLA medical facilities or other UCLA property.

In general, because UCLA is a public university, a large portion of UC property is open to the general public and may also be accessible to immigration enforcement officers. However, UCLA also has many limited access spaces where access is physically restricted by key card, locked doors or monitored entryways where a UCLA ID is required due to privacy concerns, operational needs, safety considerations, or restrictions based on privileges of campus membership such as access to libraries and dining facilities. Limited access spaces include not only UCLA housing, clinical areas, certain dining facilities and libraries, but also after-hours access to many parts of campus where administrative or faculty offices, classrooms, laboratories, athletic facilities, kitchen and food preparation areas, maintenance areas, storage facilities and physical plant operations are located.

UCLA faculty and staff are not required to affirmatively assist immigration authorities or grant permission to enter limited access space when officers do not have proper documentation authorizing such entry. Any request by immigration agents for access to limited access spaces on campus should be immediately forwarded to the General Counsel's office or, in the case of the UCLA Medical Center, to the Health Sciences Office of Legal Affairs. The request for access will then be assessed by the relevant legal counsel to determine whether proper authority has been documented. If the request for access is made outside of ordinary business hours, when there may be no campus lawyer available to consult, faculty and staff should request that the officials seeking to enter a limited access space return to campus during normal business hours.

**What should you do if you are approached by officials seeking to enter a limited access facility at UCLA for immigration enforcement purposes?**

- Ask for the federal, state or local official to provide their name, identification number, and agency affiliations and a copy of any warrant they may have;
- Inform the official that you are not obstructing their access to campus but are following campus protocol by seeking assistance from Campus Counsel (if the request to enter is made outside of normal business hours for Campus Counsel, request that the officials return when normal business hours resume)<sup>1</sup>;
- Contact UCLA Office of General Counsel or the Office of Medical Center Counsel; and
- Follow directions provided by Counsel.

UCLA Office of Legal Affairs, Campus Counsel: (310) 206-6985

UCLA Office of Legal Affairs, Health Center Counsel: (310) 267-7445

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<sup>1</sup> Officials may insist on entering a limited access space outside of normal business hours on the basis of a judicial warrant. If such officials assert that preventing their access may generate liability for the University or for the individual to whom they issue the demand, that individual may comply with the request after stating clearly that entry after hours and without an opportunity to consult Campus Counsel violates UCLA's campus protocol.