



REPORTING GUIDE

Guidelines for Faculty, Staff, and Students if federal immigration officials come to MSU

NOTE: Hallways are public. Faculty offices, classrooms and residence halls are private.

If a federal immigration official contacts MSU faculty and professional staff, or appears unannounced on campus, employees should:

1 ASK FOR IDENTIFICATION.

Proper identification includes the federal official's name, identification number, and agency affiliation, or their business card.

2 SAY NOTHING. UNDER NO OBLIGATION TO ANSWER.

The Family Educational Rights and Privacy Act (FERPA) remains in effect, meaning personal student information **must not** be provided to agents without the student's prior written consent. When in doubt, consult with the MSU Office of the General Counsel.

3 CONTACT MSU DEPARTMENT OF POLICE AND PUBLIC SAFETY (DPPS) AT (517) 355-2221.

Contact MSU Department of Police and Public Safety at **(517) 355-2221**. If federal officials present themselves as law enforcement, immediately contact MSU DPPS to request assistance. Inform the federal officials that you are consulting with appropriate University personnel who are best able to assist them and that you do not intend to obstruct their process.

MSU DPPS: (517) 355-2221. This phone number is answered by the Ingham 911 center. Select the first option to report an incident or request an officer. Calmly answer the dispatcher's questions and inform them you would like a DPPS officer to respond and speak with the federal enforcement official. Having a DPPS officer present can be helpful in facilitating communication.

For general inquiries, contact info@dpps.msu.edu.

If a federal official presents a subpoena or warrant, do not accept it. First contact the MSU Office of the General Counsel (OGC) for further guidance at **(517) 353-3530**.

4 DOCUMENT THE INCIDENT.

If able to do so, document the date, time, and details of the interaction with the federal agent.

5 DO NOT INTERFERE WITH THEIR PROCESS – SIMPLY INFORM THEM YOU ARE CONSULTING WITH UNIVERSITY PERSONNEL.

It is important to not engage in any conduct that may be perceived as obstruction of a federal investigation or agent.



PRIVATE AREAS

Certain areas on campus are considered private and require authorization for entry. These include: On-campus residence halls, University buildings with restricted access requiring MSU identification, Administrative or faculty offices, Classrooms, Laboratories. Because warrants vary, federal immigration officials need a valid judicial warrant or permission to enter these private areas. An administrative warrant, which is civil in nature, does not grant authorization to enter private spaces without consent.

PUBLIC AREAS

As a public university, MSU has open areas accessible to the general public. Federal immigration officials are permitted to enter these spaces without a warrant or permission.

Sharing of Information

Always follow FERPA guidelines, if any official including a federal immigration official contacts personnel requesting information about a student. Pursuant to FERPA, education records of all students, regardless of immigration status, are protected from disclosure to outside parties. If the federal official seeks to review documents or interview students or employees, you should not assent without consultation with the Office of General Counsel.

AVAILABLE RESOURCES

➤ FERPA GUIDELINES

<https://aacc.msu.edu/compliance/ferpa>

➤ IMMIGRANT SUPPORT AND SAFETY RESOURCES

<https://undocumented.msu.edu/faq/index.html>

➤ EMPLOYEE ASSISTANCE PROGRAM (EAP)

<https://eap.msu.edu/>

➤ COUNSELING AND PSYCHIATRIC SERVICES (CAPS)

<https://caps.msu.edu/index.html>

➤ OFFICE OF FINANCIAL AID

<https://finaid.msu.edu/>

➤ OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

<https://oiss.isp.msu.edu/>

➤ MSU IMMIGRATION LAW CLINIC

<https://www.law.msu.edu/clinics/immigration.html>

➤ STUDENT PARENT AND CAREGIVERS RESOURCE CENTER

<https://studentparents.msu.edu/>

➤ COMMUNITY MENTAL HEALTH (CMHA-CEI) CRISIS SERVICES DEPARTMENT

<http://www.ceicmh.org/>

➤ PSYCHOLOGY TODAY MENTAL HEALTH PROFESSIONALS

<https://www.psychologytoday.com/us/therapists>