



## ICE AGENT(S) ON CAMPUS: CHECKLIST for EMPLOYEES

As always, Saint Mary's University and its staff are obligated to follow the law. Saint Mary's also accepts its obligation to maintain a secure and welcoming workplace. At a high level, here are the protocols to follow:

ICE agents may not enter campus buildings without a search or arrest warrant.

- No employee should confront an ICE agent or accommodate any ICE agent requests.
- Decisions about how to respond will be made by the General Counsel and the COO, in consultation with the President, as appropriate. Call them immediately at 507-457-1587 (General Counsel) or 507-457-1553 (COO).
- Vice presidents and unit-level leaders have the responsibility to support workers and engage in ensuring compliance with these guidelines. They need to be the leaders for their teams.

If the unlikely occurs and an ICE agent arrives, you should:

- Remain calm and professional; do not escalate.
- Ask "How can I help you today?"
- Tell them "Someone from Saint Mary's leadership will be happy to assist you."
- Politely ask to see
  - A badge
  - An agent's business card, if available
  - The warrant (if presented with one)
- **DO NOT comply with any requests;** the General Counsel of the COO will respond to requests.
- **DO NOT consent to their search of any campus building.**
- **Do NOT accept** service of a warrant or subpoena.
- Politely ask to photocopy or photograph the badge, business card, and warrant.
- Email a copy of those documents to the following people:
  - General Counsel: [amerchle@smumn.edu](mailto:amerchle@smumn.edu)
  - COO: [adirksen@smumn.edu](mailto:adirksen@smumn.edu)
- Call Campus Safety (Winona) at 507-457-1703 or Campus Security (Minneapolis) at 612-720-0417.
- Ask the agent to wait outside in their vehicle, or ask if they would like to have someone call them.
- Do not let ICE roam any building or the campus generally in search of people; ask them politely to wait in their vehicle for the General Counsel or the COO to call. **Assure them that this is your top priority and you expect to hear back from the General Counsel or the COO very soon.**
- **If ICE refuses to wait, do not impede them.**
- Please work to keep the situation calm and peaceful.
- **If the ICE agents refuse to show badges/identification and warrants:**  
CALL 9-1-1 and inform them "There are persons claiming to be ICE agents here."

**Reminder to all employees while ICE is present: Please remain calm and professional.**