

## **Here's what to do if you are approached by an ICE agent:**

### **If you're a student approached by ICE on campus:**

- If you are approached by someone you believe to be an ICE agent, please call Brandeis Public Safety (781) 736-3333.
- If an ICE agent presents a subpoena or warrant, do not accept it. Instead, call Brandeis Public Safety (781) 736-3333 immediately
- Please do not hold the door open for people you do not know.
- Students may refuse access to ICE agents to enter the student's housing, unless the ICE agent has a judicial warrant to enter or search that clearly defines the premises to be searched or entered. Administrative warrants (e.g., Form I-200 or I-205) are not sufficient for entry. If students receive an access request or observe ICE agents conducting enforcement activities on campus, they may call Brandeis Public Safety (781) 736-3333 immediately

### **If you're faculty/staff, and ICE or another federal agent asks for entry or information:**

- Ask the agent(s) for identifying credentials, a business card, and legal documents
- Ask the agent(s) to wait until you receive a response from Brandeis Public Safety and call Brandeis Public Safety (781) 736-3333 immediately
- Please say "I am not authorized by Brandeis to grant permission to enter non-public areas, provide information about individual students or employees, or accept service of documentation on behalf of Brandeis. I am not obstructing your duties, but I need guidance from Brandeis before permitting your entry, providing information, or accepting service," then refer the agents to Brandeis Public Safety.

### **If someone tries to serve you with a court order or a subpoena:**

- Please say "I am not authorized by Brandeis to accept service of documentation. I am not obstructing your duties, but I need to put you in touch with someone who is authorized to help you" then refer the agents to Brandeis Public Safety.

### **General Reminders:**

- Only judicial warrants (signed by a judge) permit ICE to enter private spaces such as dorm rooms or offices. Administrative warrants (issued by DHS or ICE) do not authorize entry into non-public areas.
- If you feel unsafe or uncertain in any interaction with law enforcement on campus, always contact Brandeis Public Safety at (781) 736-3333.

