

## **Immigration Enforcement interaction Policy**

### Contact with Federal Immigration Authorities

Purpose This policy explains what employees\* should do if, in the course of their work, they encounter federal officials enforcing federal immigration law.

An encounter with federal immigration authorities while at work may be unusual. Port Orford Library is not tasked with enforcing federal immigration law. Federal immigration authorities do not have unfettered authority to access Port Orford Library's facilities, information, or records. These steps will help ensure such interactions are handled appropriately:

- Ask federal immigration authorities to identify themselves.
- Request to copy or photograph identifying credentials, at least with respect to the official who appears to be in charge.
- Request to copy or photograph any other documentation including warrants, orders, or subpoenas presented by the federal immigration authorities.
- Ask about the purpose of the encounter
- If access to areas not accessible to the public is requested, inquire whether the access has been authorized by a judicial order, judicial subpoena, or judicial warrant. If so, request to copy or photograph the order before granting access.
- If the agent does not present a judicial order, judicial subpoena, or judicial warrant, decline to provide information or access.
- If the encounter is in any way uncomfortable, ask the federal officials to wait. Consult with a supervisor or with an attorney.
- Document the encounter in detail, including time and date, duration, location, name of the federal immigration authority, name of the agents present, additional witnesses, what was requested (information, access, etc.), what was done by whom, and how the encounter concluded. Provide the documentation and copies of any documents to your supervisor immediately.

## **Federal Immigration Authority Access to Patron Records,**

Purpose: This policy explains the extent to which employees\* of Port Orford Library, should allow federal immigration authorities access to patron records under the control of Port Orford Library. The policy also explains what records are subject to this policy. Who Should Understand This Policy All employees must be familiar with this policy to know whether they may be in a position to grant access to records covered by the policy.

Employees who may be in a position to grant access to patron records must know and understand the policy. Port Orford Library complies with federal and state laws governing the confidentiality of patron records. patron records, and information from them, shall not be disclosed to federal immigration authorities for purposes of enforcing federal immigration laws. Patron records, and information from them, shall not be disclosed except as otherwise authorized under state and federal law and authorized by Port Orford Library's policies governing patron records. Oregon law prohibits disclosure of patron records to federal immigration authorities for the purpose of enforcing federal immigration laws. Federal and state laws also make patron records confidential and permit their disclosure only in limited circumstances. To assure compliance with applicable federal and state law, Port Orford Library's employees shall not disclose patron records, or information from those records, to federal immigration authorities except as allowed by those policies.