

Federal Immigration Enforcement Encounter Form

Reminder of Protocol in the event of OPT STEM site checks, immigration benefits fraud, ICE, DHS, or FBI contact on campus to students or employees:

ALL EMPLOYEES WILL:

1. Greet the officer/agent in a polite and courteous fashion.
2. Refer the officer/agent to Campus Safety at 303-458-4122.
3. Contact Campus Safety and make them aware of the referral to the office.
4. Do not identify the student or employee or provide any information or details about the student or employee.

Campus Safety will use this form to collect the recordkeeping requirements of CRS 24-74.1-102 and Regis University’s Policy Regarding the Collection of Protected Personal Information.

Employee’s Name: _____ **Phone:** _____

Information Required	Status	Agent Response / Details
First and Last Name	<input type="checkbox"/>	_____
Employer / Agency	<input type="checkbox"/>	_____
Badge Number	<input type="checkbox"/>	_____
Legal Documentation (Subpoena, Warrant, or Order)	<input type="checkbox"/>	_____

6. After completing this form, please:

1. retain a copy for your records and
2. scan the legal documentation provided under “legal documentation”
3. submit a copy of this form and the scanned legal documentation to Regis University’s legal counsel at jramsel@regis.edu