**Immigration Enforcement Activity Log**

**NOTE:** Any Subpoena, Court Order, and/or Judicial Warrant shall be reviewed by authorized staff to ensure that it is valid and lawfully issued. Employees should inform immigration enforcement authorities that they are not obstructing their process, but they need to follow the school’s procedures to ensure compliance with state law by directing them to the appropriate authority on campus.

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| **Date of Activity** | **Time** | **Name of Enforcement Agent and Agency** | **Subpoena (S);**  **Administrative Warrant (AW) Court Order (O);**  **Judicial Warrant (JW)**  **(obtain copy)** | **Nature of business including name of person to whom access must be granted, purpose of activity, specific search location, date on authorization document.** | **Directed to [College Designee]** |
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