

Rock Valley College

Employee Guidance for Official Inquiries Concerning Authorities and Immigration

RVC Administrative Procedure (1:10.070)

Purpose

The purpose of this administrative procedure is to give employees direction on what to do if Immigration and Customs Enforcement (ICE), federal agents, any other law enforcement officers, or any official requesting information about a student or employee.

Procedure

1. Request Identification and Documentation
 - a. Politely ask for the official's name, badge number, and agency affiliation.
 - b. Request the official remain where they are while you contact the proper RVC personnel.
2. Do not disclose information
 - a. Do not provide any information or access to student or employee records without authorization. FERPA and other privacy laws protect this information.
3. Notify Campus Police and supervisors
 - a. Immediately inform Campus Police: 815-921-4357 – RVC non-emergency telephone number, then contact your supervisor, and Vice President.
 - b. When notified, Campus Police will meet with the law enforcement representative and review the judicial warrant or order, nonjudicial warrant, subpoena, or the agents request to meet with the student or employee for immigration purposes.
4. Unless prohibited by the judicial warrant or subpoena supplied by the external law enforcement entity, RVC will seek to acquire:
 - a. The Dean of Students will be notified to contact the student to notify and seeking consent of the student.
 - b. Human Resources will be notified to contact an employee to notify and seek consent of the employee.
5. Campus Police will document the interaction with law enforcement in a police report.

Additional information is available online. A direct link to information for employees is available here: [Employment](#). A direct link to information for students is available here: [Undocumented Students](#).

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If immigration enforcement activity is suspected on campus, the Campus Police will verify if the activity has occurred or is occurring. They will verify the first and last name, employer or agency, and badge number of the lead agent, if possible. Any information learned will be communicated to the College President or their designee.

If, in the judgement of Campus Police, the activity could adversely impact campus safety or operations, notice will be provided to the affected campus. If immediate life safety is threatened, notice will be made through the emergency notification system by the campus police to shelter in place, due to law enforcement activity. All other notifications will be made by the Marketing and Communications with the approval of the college president or their designee.

Restrictions

Unless required by State or federal law, RVC and its employees may not perform the following:

1. Threaten to disclose the actual or perceived citizenship or immigration status of an employee, student, or person associated with an employee or student to any external party
2. Knowingly disclose, without the consent of the employee or student, anything related to the perceived citizenship or immigration status of an employee or student, or a person associated with an employee or student to an external party, if the school does not have direct knowledge of the status.
3. Knowingly disclose, with the consent of the employee or student, anything related to the actual citizenship or immigration status of an employee or student or a person associated with an employee or student to any other person or nongovernmental entity if the school has direct knowledge of the status.
4. RVC may not designate immigration status, citizenship, place of birth, nationality, or national origin as directory information.
5. Neither assist nor interfere with the agency conducting the investigation.

Reference: Public Act 104-0440 (*Illinois House Bill 1312*),

Implemented: January 1, 2026