



1 Castle Point on Hudson
Hoboken, NJ 07030
stevens.edu

April 15, 2025

Subject: Updated Reminder – Protocol for ICE Enforcement Actions
From: Kathy L. Schulz, Vice President, General Counsel and Secretary
Timothy Griffin, Chief of Stevens Campus Police
To: Stevens Students, Faculty and Staff

As a follow-up to the January 29, 2025, memorandum “Protocol for Possible ICE Enforcement Actions at Stevens Institute of Technology” regarding possible enforcement actions by U.S. Immigration and Customs Enforcement (ICE) on campus, we write to share additional guidance. **Please review the January 29, 2025, memorandum and protocol.**

There remains no indication of planned ICE activity at Stevens. However, we recognize that recent developments may raise concern, and we are updating our protocol to reflect current best practices for safety, legal compliance, and individual rights.

The primary offices at Stevens that will support faculty, staff, and students in responding to the ICE are Campus Police and the Office of General Counsel. Contact information for these offices is available on a 24/7 basis below:

<p>Campus Police Chief Timothy Griffin Police Dispatch: 201-216-5105 Email: tgriffin@stevens.edu</p>	<p>Office of General Counsel Kathy Schulz, General Counsel Cell: 212-677-5370 (text or call) Email: kschulz1@stevens.edu</p>
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Regardless of whether you encounter an ICE agent on campus, at your residence, or in public:

- Remain calm to avoid escalating the situation.
- You do not have to respond if an ICE agent simply calls out your name. **However, you should not lie to an agent under any circumstances.**

If you are approached by an ICE agent on campus, follow the protocol below:

- You have the right to ask, “Am I free to go?”
 - If the agent says **Yes**, you may calmly walk away. Immediately contact both the General Counsel and Chief of Stevens’ Campus Police.
 - If the agent says **No**, you have the right to say, “I do not want to answer any questions.”



- If ICE asks to search your belongings or person, you may state, “I do not consent to a search.”
- Inform the agent that university policy requires you to immediately contact the General Counsel and Chief of Stevens’ Campus Police. Then please call those individuals immediately. You may also provide the contact information above to the ICE agent.
- Politely request the agent’s name, badge or ID number, telephone number, and business card. Convey that information to the General Counsel and Chief of Police together with any other information or documentation provided to you.

If you are approached by an ICE agent at the entrance of a campus building or residence, follow the protocol below:

- You are not required to open the door.
- Inform the agent that University policy requires you to immediately contact the General Counsel and Chief of Stevens’ Campus Police. Then please call those individuals immediately. You may also provide the contact information above to the ICE agent.
- Politely request the agent’s name, badge or ID number, telephone number, and business card. Convey that information to the General Counsel and Chief of Police together with any other information or documentation provided to you.
- If an ICE agent claims there are *urgent circumstances* requiring immediate entry to a campus building or residence, do not interfere with them but you are not required to give consent. You are not required to open a door to allow entry unless the agent presents a valid warrant signed by a judge. You may ask them to slide a warrant under the door for review and discussion with the General Counsel and Chief of Stevens’ Campus Police. Only a judicial warrant may grant ICE legal authority to enter private areas without consent.

If an ICE agent requests information about a student, faculty member or member of the staff, including where they are located, refer the ICE agent to the General Counsel and Chief of Police. You may assure them that you are striving to comply with applicable laws and policies affecting Stevens. These rights apply regardless of your immigration status.

We encourage everyone to carry crucial information on paper—not just on your phone—including, as applicable:

- ✓ Legal information, including your Alien Registration Number (A-Number), and contact information for lawyers who have represented you or have agreed to represent you
- ✓ Medical documentation, including contact information for your doctor(s) and a list of medications you take, including names and dosages
- ✓ Childcare information, including contact information for their school and point of contact in case of detention



- ✓ Contact information for loved ones

Keep original documents in a secure place and ensure a trusted person has access to copies in case of an emergency.

If you feel unsafe or uncertain, you are permitted to calmly leave the area and return to your dormitory room, Canavan Arena, or directly to Campus Police headquarters. These are considered safe spaces, and you will not be penalized for choosing to prioritize your safety and well-being.

As a reminder, Stevens and its employees are required to comply with the federal Family Educational Rights and Privacy Act (FERPA) which protects the privacy of student educational records, unless certain circumstances apply. The General Counsel will advise on the applicability of FERPA.