Responsible Office: Senior Vice President
Finance & Administration
Contact Number: 541.885.0198
Contact Email: vpfa@oit.edu
Revision Date: 10/20/26

Oregon Tech Policy
OIT-01-025
FEDERAL IMMIGRATION AUTHORITY NOTIFICATION

1. Policy Statement

Oregon Institute of Technology (Oregon Tech) is committed to transparency, compliance with applicable state and federal law, and the protection of the health, safety, and legal rights of its students and employees. This policy establishes requirements for providing campus notice when a federal immigration authority is confirmed to have entered an Oregon Tech campus for purposes of immigration enforcement.

2. Reason for Policy/Purpose

This policy is intended to:

- Promote transparency regarding the presence of federal immigration authorities on campus for immigration enforcement purposes.
- Ensure Oregon Tech's compliance with applicable Oregon law, including HB 4079 (2026), as may be amended or interpreted, which shall govern in the event of any conflict with this policy.
- Protect the health, safety, privacy, and legal rights of Oregon Tech students and employees while preserving the institution's legal obligations.
- This policy is intended to be interpreted and applied consistently with applicable Oregon law and with any model policies, guidance, advisory materials, or recommendations issued by the Oregon Attorney General concerning interactions with federal immigration authorities. In the event of a conflict between this policy and applicable law, applicable law shall control.

3. Applicability/Scope

This policy applies to all Oregon Tech campuses and to all students and employees of the University.

4. Definitions

Campus: For purposes of this policy, all real property owned or controlled by Oregon Tech and used for academic, residential, administrative, or student-support functions, as reflected in official University maps, as amended from time to time.

Federal immigration authority: The United States Department of Homeland Security; United States Immigration and Customs Enforcement (ICE); United States Citizenship and Immigration Services (USCIS); United States Customs and Border Protection (CBP); any successor agency; or any other federal entity or official authorized to enforce federal immigration law.

Immigration enforcement: Any activity undertaken for the purpose of apprehending or identifying an individual in order to:

- Subject the individual to civil immigration arrest, detention, removal, or deportation proceedings, or removal or deportation from the United States; or
- Criminally prosecute the individual for offenses related to federal laws governing immigration status.

5. Policy

Implementation of this policy shall be coordinated through Resilience, Emergency Management and Safety (REMS), including Campus Safety, in consultation with the Office of General Counsel and other appropriate University officials responsible for campus safety, risk management, and communications.

a. Responsibilities

The Executive Director of REMS, or their designee, is designated as the administrator responsible for confirming the presence of a federal immigration authority on campus for immigration enforcement and for issuing campus notice under this policy.

The Executive Director of REMS or their designee shall carry out these responsibilities in coordination with Campus Safety, the Office of General Counsel, and other designated University officials responsible for campus safety, risk management, and communications.

Campus Safety shall serve as the primary intake point for reports or observations of potential federal immigration enforcement activity and shall promptly communicate such information to the Executive Director of REMS or their designee for verification and response under this policy.

b. Direction to University Employees

University employees who receive inquiries or requests from a federal immigration authority related to University property, records, or access to non-public areas shall promptly refer such requests to Campus Safety or the Office of General Counsel. Campus Safety shall coordinate with the Executive Director of REMS or their designee as appropriate.

Employees who observe or become aware of potential federal immigration enforcement activity on campus shall promptly report that information to Campus Safety. University employees shall not obstruct or interfere with lawful activities undertaken by federal immigration authorities. Employees shall not attempt to independently determine whether access to University property or records is permitted and shall promptly refer all such requests in accordance with this policy.

c. Verification of Activity

For purposes of this policy, confirmation of the presence of a federal immigration authority requires reasonable verification based on available information, which may include direct observation, communication with University personnel, or review by designated officials.

Verification shall involve coordination among Campus Safety, the Office of General Counsel, and other appropriate University officials as necessary to assess the nature of the activity and whether it constitutes immigration enforcement under this policy.

Routine federal visits unrelated to immigration enforcement, including but not limited to regulatory, compliance, or administrative activities, shall not be considered immigration enforcement for purposes of this policy and shall not trigger campus notification.

The Executive Director of REMS or their designee shall oversee the verification process and determine when sufficient information exists to confirm activity under this policy.

d. Campus Notification Recipients

Consistent with applicable Oregon law, when a federal immigration authority is confirmed to be present on an Oregon Tech campus for immigration enforcement, notice shall be provided to students and employees through the University's established communication systems, except as otherwise provided in this policy. No campus-wide notification shall be issued until the presence of a federal immigration authority for immigration enforcement has been reasonably verified, unless a delay in notification would present a risk to health or safety.

Notifications may be targeted based on campus location or operational impact, as appropriate to the circumstances.

e. Content and Timing of Notice

Upon confirmation of a federal immigration authority's presence on campus for immigration enforcement, notice shall be provided as expeditiously as possible using the University's established campus-wide or emergency notification systems, as appropriate to the circumstances.

Notice must include, at a minimum:

- The date and general time of the activity;
- The general location of the federal immigration authority on campus; and
- Whether classes or campus operations are affected.

Notice must not include personally identifiable information or any information that may not be legally disclosed. Information disclosed must not threaten the health or safety of students or employees and must comply with all applicable laws and court orders.

The content and method of dissemination of the notice shall be determined by the Executive Director of REMS or their designee, in coordination with Campus Safety, the Office of General Counsel, and other appropriate University officials responsible for communications or emergency management.

f. Exceptions to Notice

Notice is not required when:

- The federal government conducts routine visits related to compliance with employment eligibility verification laws or the Student and Exchange Visitor Program (SEVP).
- Disclosure is prohibited by law or court order, or when the University determines that providing notice would create a material risk to the health or safety of individuals.

g. Notice to Students Regarding Information Disclosure

Unless prohibited by law or court order, Oregon Tech will make reasonable efforts to provide notice to a student when the University has provided information related to that student to a federal immigration authority. Nothing in this section alters Oregon Tech's obligations under the Family Educational Rights and Privacy Act (FERPA) or its routine compliance responsibilities under SEVP.

h. Training Requirements

Oregon Tech shall provide training at least once every two years to the Executive Director of REMS and any applicable designees addressing:

- The requirements of this policy; and
- Applicable model policies or guidance issued by the Oregon Attorney General under ORS 180.810.

i. Publication of Policy

This policy shall be published on the Oregon Tech website in languages regularly used to communicate effectively with students and included in locations where the University provides information related to immigration or campus emergencies.

6. Links to Related Procedures, Forms, or Information

NA

7. Policy Review/Consultation

This policy was adopted pursuant to Oregon Tech's policy review and making process.

8. Policy Approval

Approved by the President on October 27, 2026.

Nagi G. Naganathan, Ph.D., ASME Fellow
President

Adoption Date
8/11/26

Supersedes
OIT-01-025 INTERIM Federal Immigration Authority Notification dated 8/11/26

Revision Dates
10/20/26