



March 13, 2017

### **Guidance for Employees and Students**

We have received many questions from employees and students about the college's policies and procedures regarding access to student information and access to the college's campuses by visitors, including law enforcement and federal officers such as the FBI or Immigration and Customs Enforcement officers.

#### **Visits by Law Enforcement**

Visitors representing state, local and federal law enforcement agencies seeking information related to a specific person or persons shall be directed to contact the Public Safety Director or designee in the Public Safety office on the Salem campus (503-399-5023). Agencies include, but are not limited to police departments, sheriff's offices, the Federal Bureau of Investigation and Immigration and Customs Enforcement. (Chemeketa Policy/Procedure 2280).

<https://www.chemeketa.edu/media/content-assets/documents/pdf/faculty-and-staff/policies-amp-procedures/2000-series/2280-PRO.pdf>

#### **Access to Student Information**

Access to student information is limited and restricted to **directory information**\* per federal law (FERPA) and college procedure 5140. Directory information may be withheld if a student submits a form to the Enrollment Center.

\*Directory Information: <https://www.chemeketa.edu/students/student-rights-responsibilities/ferpa/>

College Procedure 5140:

<https://www.chemeketa.edu/media/content-assets/documents/pdf/faculty-and-staff/policies-amp-procedures/5000-series/5140-POL.pdf>

#### **Compliance Statement**

It is the policy of Chemeketa Community College and its Board that there will be no discrimination or harassment on the basis of race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities, tobacco usage during non-work hours, whistle blowing, victim of domestic violence and genetic information in any educational programs, activities or employment. Persons having questions about equal opportunity/affirmative action should contact the Affirmative Action Officer at 4000 Lancaster Dr. NE, Salem, Oregon 97309-7070; (503) 399-2537.