



ROBERT M. MYERS
CAMPUS COUNSEL

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(310) 434-4200

TO: Federal Officer

We ask that all outside law enforcement agencies check in with the Santa Monica College Police Department, 1718 Pearl Street, Santa Monica, CA 90405, 310-434-4608.

Santa Monica College is committed to complying with all federal, state, and local laws. To ensure lawful compliance with all legal process, Campus Counsel has been designated to review all legal process. For your convenience, Campus Counsel agrees to accept all federal legal process to be served on the College via email (myers_robert@smc.edu). Alternatively, you can serve him in the Office of the Superintendent/President, 2714 Pico Boulevard, Santa Monica, CA 90405, Suite 320.

If you are executing an ICE-issued arrest warrant, removal warrant, or Notice to Appear, College personnel are instructed not to interfere with the lawful exercise of your authority. However, the College does not consent to your entry into any non-public area of the College and your authority is limited to the scope of your legal authority. It is the College's legal position that such process does not authorize access to non-public areas of the College. In addition, FERPA prohibits the College from providing you with any information concerning its students without first notifying them so that they have the opportunity to challenge it in court.

If you are executing a federal court search and seizure warrant or federal court arrest warrant, employees have been instructed not to interfere with the lawful exercise of your authority. They will contact appropriate College personnel to assist you within the scope of the warrant. FERPA prohibits the College from providing you with any information concerning its students.

If you are serving other administrative or judicial subpoenas for College records, the College will review the subpoenas for legality and comply unless the subpoena is quashed by a federal court. Records are often housed in multiple sites and immediate compliance is infeasible. If you believe immediate compliance is legally required, please contact me.

Any court orders will be reviewed immediately by Campus Counsel.

Sincerely yours,

A handwritten signature in black ink that reads "Robert M. Myers".

ROBERT M. MYERS