

Morton College Procedures for Law Enforcement Access and Immigration Related Interactions - Illinois House Bill 1312 Compliance

Effective January 1, 2026

EXECUTIVE SUMMARY

Illinois House Bill 1312 establishes mandatory requirements for public institutions of higher education regarding interactions with law enforcement agencies, particularly in matters related to immigration enforcement. As a public community college, Morton College is subject to these requirements, with core provisions effective January 1, 2026.

HB 1312 requires Morton College to adopt formal written procedures governing law enforcement access to campus, protect students and employees from improper disclosure of immigration related information, publicly identify institutional contacts and resources, and submit procedures to the Illinois Community College Board.

Morton College currently maintains guidance titled [Information in Response to Changes in Federal Immigration Policies](#). While this guidance reflects institutional values and general response expectations, it does not fully satisfy the procedural, documentation, authorization, and reporting requirements imposed by HB 1312.

This document establishes comprehensive procedures to ensure compliance with HB 1312.

Morton College Procedures for Law Enforcement Access and Immigration Related Interactions

A. Authority and Designated Roles

Primary Institutional Authorities (“PIA”)

1. President
2. Provost and Vice President of Student and Academic Affairs (Chief Academic Officer)
3. Associate Vice President of Student Services (Chief Student Services Officer)
4. Chief Human Resources Officer

Employees should first notify the Office of the President, if available. If not, employees should move to the next available PIA.

Any PIA may act independently or jointly depending on availability and circumstances and may appoint a designee(s) to act in their absence.

Executive Oversight

Office of the President

Legal Oversight

Legal Counsel for Morton College

Operational Support

Campus Safety and Security

No other employee is authorized to approve law enforcement access or disclose information related to immigration enforcement absent direction from the above authorities.

B. Definitions

1. Law Enforcement Agent

Any individual acting on behalf of a federal, state, or local law enforcement agency, including immigration enforcement officials.

2. Immigration Enforcement Action

Any request, inquiry, or activity related to identifying, questioning, detaining, locating, or removing an individual based on actual or perceived immigration status.

3. Legal Process

A judicial warrant, subpoena, or court order issued by a court of competent jurisdiction.

C. Procedure

1. Initial Contact with Law Enforcement

If a law enforcement agent seeks access to Morton College property or requests information about a student or employee, the receiving employee must

- a. Decline to provide access to any student or employee data;
- b. Refer the agent immediately to the Office of the President; and
- c. Notify Campus Safety and Security of the law enforcement agents' presence on campus for escort to the Office of the President.

Unauthorized Morton College employees must not provide records, confirm identities, or facilitate access independently. Only PIA's may provide this information.

If the Office of the President is vacant at the time of initial contact with law enforcement, the next PIA should be notified.

2. Verification of Law Enforcement Request

The designated PIA will receive the identifying credentials and ensure documentation of the interaction with law enforcement is recorded. The following must be recorded:

- a. Agent name, agency, and identifying credentials;
- b. Purpose of the request;
- c. Type of legal process presented, if any;
- d. Scope, location, and duration of requested access.

All documents must be reviewed by Legal Counsel prior to any response.

3. Legal Review and Determination

Legal Counsel will assess the validity and enforceability of any legal process, and will specifically confirm the following:

- a. Whether compliance is legally required
- b. Whether individual consent is required
- c. Scope of permissible access or disclosure

Absent a valid legal obligation, Morton College will not grant access without documented consent.

4. Consent Requirements

When consent for disclosure is required, consent must be voluntary and informed

- a. Individuals must be advised of their right to refuse disclosure
- b. Any consent provided must be documented in writing
- c. Consent documentation must be retained in accordance with Morton College's record retention obligations.

5. Authorization or Denial of Access

Following review by legal counsel, the PIA will authorize limited access consistent with legal requirements or deny access if legal requirements are not met. All decisions must be documented.

6. Documentation and Recordkeeping

PIA's will maintain a secure Law Enforcement Interaction Log that includes

- a. Date, time, and location of request;
- b. Law enforcement agency and agent identification;
- c. Legal process presented;
- d. Actions taken and decisions made;
- e. Notifications issued, if any.

The Law Enforcement Interaction Log will be centrally managed by the Office of the President in coordination with Legal Counsel. All records will be retained in accordance with institutional record retention policies.

7. Notification Responsibilities

Any employee made aware of law enforcement immigration activity on campus must notify a PIA. When legally permissible, Morton College will notify students or employees who are the subject of a law enforcement inquiry.

In practice this means:

- a. If law enforcement seeks access to a specific individual and there is no legal prohibition on notification, the College informs the individual that law enforcement is requesting access;

- b. The individual is informed that they may have the right to refuse consent unless a valid legal order requires compliance;
- c. The individual is directed to available rights-based resources.

There are situations where notification may not be legally permissible, such as when a court order expressly prohibits notice.

8. Privacy and Non-Disclosure Protections

Morton College will not:

- a. Disclose actual or perceived immigration status unless required by law;
- b. Designate immigration status, citizenship, place of birth, nationality, or national origin as directory information;
- c. Retaliate against any individual who asserts rights, participates in training provided by Morton, or reports concerns about this procedure.

9. Website Posting Requirements

Morton College will publicly post on its primary website

- a. Designated PIA Contacts for law enforcement inquiries;
- b. A summary of institutional procedures related to law enforcement access;
- c. Immigration related rights and resources.

The Office of the Chief Student Services Officer will confirm posting and retain the active URL for ICCB reporting purposes.

10. Reporting to Illinois Community College Board

A copy of this procedure will be submitted to the Illinois Community College Board as required by law.