

## 1. Mission

Salida Regional Library is committed to providing equal access to information, materials, and programming, and technology, enhancing the pursuit of our patrons' personal growth, while balancing future and current fiscal needs.

## 2. Purpose

- 2.1 The Response to Law Enforcement policy, approved by the Southern Chaffee County Regional Library District Board of Trustees, specifies staff's response to requests for information and unscheduled visits from law enforcement. Law enforcement includes local, state, and federal officers (Federal Bureau of Investigation, Immigration and Customs Enforcement, Department of Homeland Security, etc.).
- 2.2 The Library strives to protect our patrons and their private information when they use our facilities and services. In all interactions with law enforcement officers, library staff will exercise professionalism and courtesy and adhere to all local, state, and federal laws.

## 3. General Guidance

- 3.1 As a public facility, law enforcement officers are allowed to perform their official duties within the Library's public areas. They may not enter non-public areas without a court order, warrant, or subpoena, except in an emergency pursuant to applicable law.
  - 3.1.1 **Public Areas include** reading/study areas, stacks, bathrooms, public computer stations, main library meeting rooms, and Library hallways.
  - 3.1.2 **Non-public Areas include** staff and administration-only areas, and custodial areas.
- 3.2 As per [Colorado Confidentiality Law \(C.R.S. 24-90-19\)](#), Library staff may not respond to inquiries or share any information about a Library employee or patron with law enforcement officials unless they have consulted with the Library Director or designee. The Library Director or designee, in turn, will not share this information unless there is written consent from the employee or patron or unless served with a court order, warrant, or subpoena verified by the Library Director or designee.
- 3.3 For safety reasons, staff should follow the direction of law enforcement in emergencies and not interfere in incidents involving law enforcement questioning a suspect in a public area. Staff may record law enforcement visits via written notes, audio, and/or video. Staff may not

engage in vigilantism: direct patrons not to answer questions, assist patrons in hiding or escaping, or make false statements to law enforcement.

## 4. Responding to Law Enforcement Visits

### 4.1 Frontline Staff Response

- 4.1.1 Greet the officer/agent politely and courteously as we greet all visitors and ask if they are on official business.
- 4.1.2 Unless they are there as a library patron on private business, notify your supervisor, manager on duty, or Library Director/designee that an officer/agent is in the building on official business.
- 4.1.3 Request that the officer/agent wait until the supervisor, manager on duty, or Library Director/designee arrives.

### 4.2 Supervisor, Manager on Duty, Director/Designee Response

- 4.2.1 If a law enforcement officer is on official business, ask to see and make a copy of or write down the officer's credentials (name and badge number). Also, ask for and copy or write down the telephone number of the officer's supervisor.
- 4.2.2 Ask the officer to explain the purpose of their visit and write down the response.
- 4.2.3 Ask the officer to produce any documentation that authorizes access to patron information or non-public areas. If they are unable to produce any documentation, please inform the officer of the [Colorado Confidentiality Law](#) and let them know that you are unable to assist them.
- 4.2.4 If the officer provides documentation, notify the Library Director or designee and make copies of all documents. The Library Director or designee will verify the authenticity of the court order, warrant, or subpoena.
  - 4.2.4.1 If the Library Director or designee is not on-site, scan any documentation and email it to the Library Director or designee, who will verify the authenticity of the scanned documents and advise the supervisor or manager on duty. Inform the officer that you cannot take any action until you receive guidance from the Library Director or designee.
- 4.2.5 Document the officer's actions in as much detail as possible, which may include taking photos and videos, when they enter public library premises, but without interfering with the officer's movements.

4.2.6 If the officer orders staff to provide immediate access to non-public areas, staff should comply with the officer's order and immediately contact the Library Director or designee. Staff members should not attempt to physically interfere with the officer, even if the officer appears to be acting without consent or exceeding the purported authority given by a warrant or other document. If an officer enters non-public areas without authority, staff shall simply document the officer's actions while at the facility, including taking photos and videos.

4.2.7 The supervisor, manager on duty, or Library Director/designee will complete an incident report (found in the notebook in the circulation office).

4.2.8 If patron data was released to a federal immigration officer as per applicable law, the Library Director will notify the patron that this data was shared.

## 5.0 Staff Safety and Resources

### 5.1 Be Aware of Your Surroundings

5.1.1 If you see any person lurking, watching, or approaching patrons, please approach them and ask if they need any help. If they say they are a law enforcement officer, follow the procedures in Section 4.

5.1.2 If they are not law enforcement and are disturbing or harassing patrons, please ask them to stop. If they continue, you can ask them to leave as per our Library Behavior Policy.

### 5.2 "Know Your Rights" Cards

Staff may distribute a "Know Your Rights" card to any patron, but they cannot give advice or tell patrons what to do. [Know Your Rights National Immigration Law Center website](#).

### 5.3 Support Unattended Children

If children are left unattended as a result of enforcement agents' activities, please follow the process as written in the [Safe Child Policy](#).

### 5.4 Review and Examples of Warrants, etc.

When reviewing official documents, the Library Director or designee will ensure that warrants, etc., are valid:

- a. The warrant is signed by a judge or magistrate
- b. The warrant describes Salida Regional Library's building as the place to be searched.

- c. The warrant has the correct date and was issued within the past 14 days, and
- d. The search does not exceed the scope of the items authorized to be searched.

Administrative warrants signed by an immigration officer and not a judge or magistrate are not enough to allow ICE agents into non-public areas or access to patron data.

#### 5.4.1 Examples of Warrants & Subpoenas and what to watch for

<https://www.nilc.org/wp-content/uploads/2020/09/Warrants-Subpoenas-Facts.pdf>

The Salida Regional Library Response to Law Enforcement policy was adopted and approved by the Salida Regional Library Board of Trustees on August 26, 2025. The policy takes into consideration necessary precautions to adhere to SB25-276.