

BASALT REGIONAL LIBRARY DISTRICT RESPONSE TO LAW ENFORCEMENT POLICY

It is the policy of the Basalt Regional Library District (BRLD) Board of Trustees 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.

Definition of Public Space

Law enforcement officers may perform their official duties within the library's public areas. They may not enter non-public areas without a warrant or subpoena except in an emergency.

Public areas include reading areas, study areas, stacks, bathrooms, public computer stations, and library meeting rooms.

Non-public areas include staff spaces, custodial areas, and staff work areas.

Guidelines

Library staff should not respond to inquiries or share any information about a Library employee or patron with law enforcement officials unless they have consulted with the executive director or manager on duty. The executive director or manager on duty, in turn, will not share this information unless there is written consent from the employee or patron or unless served with a court order or subpoena verified by the executive director or manager on duty in consultation with the library's attorney.

For safety reasons, staff should follow the direction of law enforcement in emergencies and not interfere in incidents involving law enforcement's interaction with a person in a public area. Staff may record law enforcement visits via written notes, audio, and/or video. Staff may not interfere with law enforcement interactions with patrons. Staff will not direct patrons not to answer questions, assist patrons in hiding or escaping, or make false statements to law enforcement.

Responding to Law Enforcement Visits - Frontline Staff Response

Greet the officer or agent and ask if they are on official business.

Unless they are there as a library patron on private business, notify your supervisor, manager on duty, or executive director that the officer or agent is in the building on official business.

Absent an emergency, direct the officer or agent to wait until the supervisor, executive director, or manager on duty arrives.

Any time a law enforcement officer or agent visits the library on official work, all involved staff will complete an incident report.

Supervisor Response

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, badge number, and telephone number). Also, ask for and write down the telephone number of the officer's supervisor.

Ask the officer to explain the purpose of their visit and write down the response. If the officer is representing an agency other than the Basalt Police Department or the Pitkin County or Eagle County Sheriff, contact the Basalt Police Department and ask for an officer to respond.

Ask the officer to produce documentation that authorizes access to library records and/or non-public facility access. If they are unable to produce documentation, please inform the officer of Colorado's Privacy of User Records law CRS 24-90-119, and let them know that you are unable to assist them.

If the officer provides documentation, notify the executive director or manager on duty and make copies of all documents. The executive director or manager on duty will contact the library's attorney to verify the authenticity of the court order or subpoena, and to receive instruction about how to respond.

If the executive director or manager on duty is not on site, scan any documentation and email it to the executive director or manager on duty, who will contact the library's attorney to verify the authenticity of the scanned documents. The executive director or manager on duty will advise staff of next steps. Inform the officer that you cannot take any action until you receive guidance from the executive director or manager on duty.

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 executive director or manager on duty. Staff members should not attempt to physically interfere with the officer, even if the officer appears to be acting without consent or exceeding the 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.

Any time a law enforcement officer or agent visits the library on official work, all involved staff will complete an incident report.

Staff Safety and Resources - Be Aware of Your Surroundings

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 policy above.

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 per our Patron Behavior policy.

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.

Support Unattended Children

If, as a result of law enforcement agents' activities, there are children left unattended, please follow the Safe Child policy.

Review and Examples of Warrants, etc.

When reviewing official documents, the executive director or manager on duty will ensure that warrants, etc., are valid:

- The warrant is signed by a judge or magistrate
- The warrant describes BRLD's building as the place to be searched.
- The warrant has the correct date and was issued within the past 14 days, and
- The search does not exceed the scope of the items authorized to be searched.

Policy drafted: June 2025

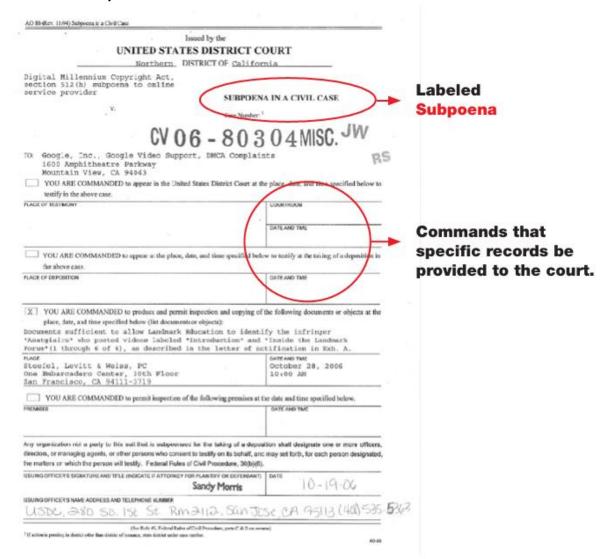
Policy reviewed:

Policy approved: August 2025

• Administrative warrants signed by an immigration officer and not a judge are inadequate to allow ICE agents into non-public areas.

Addenda

- A. United States District Court Subpoena
- B. United States District Court Search and Seizure Warrant
- **C.** Homeland Security Warrant

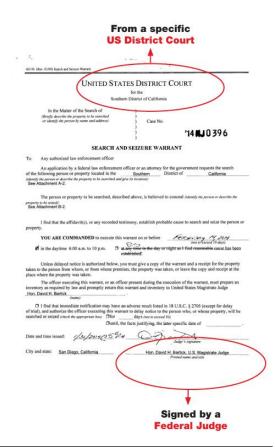


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SAMPLE OF JUDICIAL WARRANT ICE <u>Can</u> enter Your Home

UNITED STATES DISTRICT COURT A search warrant is needed to In the Matter of the Search of (Briefly describe the grapmy to be searched or alantify the person by water and address) search and enter premises; an administrative warrant doesn't allow entry your correct name and address SEARCH AND SEIZURE WARRANT Any sufferzed law enforce Officers typically can only search the specified person of property described. I find that the affidavit(x), or any recorded testamony, establish probable come to search and seize the person or property of above, and that such search will reveal attempt the person or describe the property to be attenti The search is only allowed at the stated time and date. ☐ Parament to 18 U.S.C. § 2103±65, I find that numedate northerates may have an adverse recold lated as 18 U.S.C. § 2700 (escept for delay of trad), and authorise the efforce executing this variant to delay notice to the person who, or when property, will be succeeded or scaled most the approxime two). ☐ for __days new to record its __0 until, the first justifying, the later specific date of __ Adje Lapuner City and state: A warrant is only valid with a judge's signature. Without it, you can refuse the search.

SAMPLE OF ADMINISTRATIVE WARRANT ICE CANNOT ENTER YOUR HOME

pertent. An administrative warrant allows to		File Not	
son named, NOT a search of private propert if an officer tries to search your home with		Date:	This warrant is valid
To any officer of the United States Im	toms Enforcement	Enforcement only for the arrest of the person named.	
(Full name of alies)			
Who entered the Unites States at		on	
	(Place of entry)	(Date	d metro
An immigration judge in exclusion A district director or district direct The Board of Immigration Appea A United States District or Magis And pursuant to the following provision Section 241 (a) (5) of the Immigration a	tor's designated offi ds trate Court Judge as of the luminimation	cial	ĸ
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I, the undersigned officer of the United, the Atterney General under the laws of mand you to take into custody and creta pressuant to law at the expense of the in- and Customs Enforcement "rightleing to	the United States an ive from the United propriation. "Salari he expense of an an	I by his or her direc States the above-na is and Expenses Im	tion com- med alicn, migration

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