



## 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

- United States District Court Subpoena
- United States District Court Search and Seizure Warrant
- Homeland Security Warrant

AO 88-6 (Rev. 11/94) Subpoena in a Civil Case

Issued by the  
**UNITED STATES DISTRICT COURT**  
 Northern District of California

Digital Millennium Copyright Act,  
 section 512(h) subpoena to online  
 service provider

V.

**SUBPOENA IN A CIVIL CASE**

Case Number: **CV 06 - 80304 MISC. JW**

TO: Google, Inc., Google Video Support, DMCA Complaints  
 1600 Amphitheatre Parkway  
 Mountain View, CA 94043

☐ YOU ARE COMMANDED to appear in the United States District Court at the place, date, and time specified below to testify in the above case.

PLACE OF TESTIMONY

COURTROOM

DATE AND TIME

☐ YOU ARE COMMANDED to appear at the place, date, and time specified below to testify at the taking of a deposition in the above case.

PLACE OF DEPOSITION

DATE AND TIME

☒ YOU ARE COMMANDED to produce and permit inspection and copying of the following documents or objects at the place, date, and time specified below (list document or objects):

Documents sufficient to allow Landmark Education to identify the infringer 'Anastasio' who posted videos labeled 'Introduction' and 'Inside the Landmark Forum' (1 through 6 of 6), as described in the letter of notification in Exh. A.

PLACE

Steel, Levitt & Weiss, PC  
 One Embarcadero Center, 30th Floor  
 San Francisco, CA 94111-3719

DATE AND TIME

October 28, 2006  
 10:00 AM

☐ YOU ARE COMMANDED to permit inspection of the following premises at the date and time specified below.

PREMISES

DATE AND TIME

Any organization that is party to this suit that is subpoenaed for the taking of a deposition shall designate one or more officers, directors, or managing agents, or other persons who consent to testify on its behalf, and may set forth, for each person designated, the matters on which the person will testify. Federal Rules of Civil Procedure, 30(b)(6).

ISSUING OFFICER'S SIGNATURE AND TITLE (INDICATE IF ATTORNEY FOR PLAINTIFF OR DEFENDANT)

Sandy Morris

DATE

10-19-06

ISSUING OFFICER'S NAME ADDRESS AND TELEPHONE NUMBER

USDC, 280 So. 1st St. Rm 2112, San Jose, CA 95113 (408) 535-5363

(See Rule 41, Federal Rules of Civil Procedure, parts C & D on return.)

If action is pending in district other than district of issuance, state district under case number.

AO 88

**Labeled  
Subpoena**

**Commands that  
specific records be  
provided to the court.**

From Department of Homeland Security

U.S. DEPARTMENT OF HOMELAND SECURITY Warrant for Arrest of Alien

File No. \_\_\_\_\_  
Date: \_\_\_\_\_

To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations

I have determined that there is probable cause to believe that \_\_\_\_\_ is removable from the United States. This determination is based upon:

- ☐ the execution of a charging document to initiate removal proceedings against the subject;
- ☐ the pendency of ongoing removal proceedings against the subject;
- ☐ the failure to establish admissibility subsequent to deferred inspection;
- ☐ biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; **about**
- ☐ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

Signed by Immigration Officer

(Signature of Authorized Immigration Officer)

(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at \_\_\_\_\_ (Location) on \_\_\_\_\_ (Name of Alien) on \_\_\_\_\_ (Date of Service), and the contents of this notice were read to him or her in the \_\_\_\_\_ (Language) language.

Name and Signature of Officer \_\_\_\_\_ Name or Number of Interpreter (if applicable) \_\_\_\_\_

Form I-589 (Rev. 08/14)

From a specific US District Court

AO 133 (Rev. 01/09) Search and Seizure Warrant

UNITED STATES DISTRICT COURT for the Southern District of California

In the Matter of the Search of \_\_\_\_\_ (Briefly describe the property to be searched or identify the person by name and address)

Case No. \_\_\_\_\_

14MJ0396

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the \_\_\_\_\_ Southern District of \_\_\_\_\_ California (Identify the person or describe the property to be searched and give its location). See Attachment A-2.

The person or property to be searched, described above, is believed to conceal (Identify the person or describe the property to be searched). See Attachment B-2.

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property.

YOU ARE COMMANDED to execute this warrant on or before \_\_\_\_\_ (not to exceed 14 days) ☒ in the daytime 6:00 a.m. to 10 p.m. ☐ at any time in the day or night or at any time if reasonable cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to United States Magistrate Judge \_\_\_\_\_ Hon. David H. Bartick.

☐ I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2703 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box) ☐ for \_\_\_\_\_ days (not to exceed 30). Until, the facts justifying, the later specific date of \_\_\_\_\_

Date and time issued: \_\_\_\_\_ Judge's signature \_\_\_\_\_

City and state: San Diego, California \_\_\_\_\_ Hon. David H. Bartick, U.S. Magistrate Judge

Signed by a Federal Judge

SAMPLE OF JUDICIAL WARRANT ICE CAN ENTER YOUR HOME

AO 93 (Rev. 10/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the \_\_\_\_\_

In the Matter of the Search of \_\_\_\_\_ (Briefly describe the property to be searched or identify the person by name and address)

Case No. \_\_\_\_\_

A search warrant is needed to search and enter premises; an administrative warrant doesn't allow entry

Check that the warrant has your correct name and address

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the \_\_\_\_\_ District of \_\_\_\_\_ (Identify the person or describe the property to be searched and give its location).

Officers typically can only search the specified person or property described.

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (Identify the person or describe the property to be searched).

The search is only allowed at the stated time and date.

YOU ARE COMMANDED to execute this warrant on or before \_\_\_\_\_ (not to exceed 14 days) ☒ in the daytime 6:00 a.m. to 10:00 p.m. ☐ at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to \_\_\_\_\_ (United States Magistrate Judge)

☒ Pursuant to 18 U.S.C. § 2103(a)(5), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2703 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box) ☐ for \_\_\_\_\_ days (not to exceed 30). Until, the facts justifying, the later specific date of \_\_\_\_\_

Date and time issued: \_\_\_\_\_ Judge's signature \_\_\_\_\_

City and state: \_\_\_\_\_ Printed name and title \_\_\_\_\_

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

U.S. Department of Justice Immigration and Customs Enforcement

Warrant of Removal/Deportation

Important: An administrative warrant allows for the arrest of the person named. NOT a search of private property. You can refuse if an officer tries to search your home with this warrant.

File No. \_\_\_\_\_

Date: \_\_\_\_\_

This warrant is valid only for the arrest of the person named.

To any officer of the United States Immigration and Customs Enforcement

(Full name of alien)

Who entered the United States at \_\_\_\_\_ on \_\_\_\_\_ (Place of entry) (Date of entry)

Is subject to removal/deportation from the United States, based upon a final order by:

- ☐ An immigration judge in exclusion, deportation, or removal proceedings
- ☐ A district director or district director's designated official
- ☐ The Board of Immigration Appeals
- ☐ A United States District or Magistrate Court Judge

And pursuant to the following provisions of the Immigration and Nationality Act: Section 241 (a) (5) of the Immigration and Nationality Act (Act), as amended.

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Attorney General under the laws of the United States and by his or her direction command you to take into custody and remove from the United States the above-named alien, pursuant to law at the expense of the appropriation "Salaries and Expenses Immigration and Customs Enforcement" including the expense of an attendant if necessary.

(Signature of ICE Official)

(Title of ICE Official)

(Date and Office Location)

It must be signed by an immigration officer to be valid