



CITY OF LONGMONT | Longmont Public Library

RESPONSE TO LAW ENFORCEMENT POLICY AND PROCEDURES

Last Updated: 7/18/2025

- I. **Purpose:** The Response to Law Enforcement policy 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.).
- II. **Policy and Procedure:**
 - A. Privacy with respect to information sought or received and materials consulted or borrowed is a fundamental right for library users. Colorado statutes provide the framework for the procedures the Library follows to protect the confidentiality of customer records according to **Colorado Statute (C.R.S. 24-90-119), Privacy of user Records.**
 - B. Pursuant to **C.R.S. § 24-90-119**, records may be disclosed in the following instances:
 1. Directly to the account holder who presents a library card or an account number; verifying the person presenting the library card or account number is the account holder by requesting additional identification as necessary.
 2. To a third party upon written consent of the account holder with verification by a supervisor and in consultation with the Library Director as deemed appropriate.
 3. When necessary for the reasonable operation of the library, at the discretion of the Library Director or Designee.
 4. Pursuant to subpoena, upon court order, or where otherwise required by law in consultation with the Library Director.
 - C. 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.
 1. As per Colorado Library Law (C.R.S. 24-90-19), 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 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.

2. Under state law, Colorado Revised Statute 24-74-103, a public employee shall not disclose, or make accessible, personal identifying information that is not publicly available information for the purpose of cooperating with federal immigration enforcement, except as required to comply with a court-issued subpoena, warrant, or order. In short, unless the record, information, or footage may be provided under the Colorado Open Records Act, it should not be provided to federal officials without a judicially signed warrant.
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. If a law enforcement official requests patron information without a judicially signed warrant, direct them to the City Clerk's Office to submit a CORA request. If the law enforcement official presents a judicially signed warrant, contact your immediate supervisor for assistance.
5. Upon receipt of a request for information, Library staff shall collect and document the following information: first and last name of the requesting official; name of employer; badge number; and a copy of the request. This information shall be provided to the immediate supervisor and stored in accordance with the City's document retention policy. It shall be the responsibility of the library director or designee, to inform a patron, or their parent or legal guardian in the case of minors, that the Library received a request for information and to inform said individual on what information was provided, if any.
6. If law enforcement officials contact you for access to a facility or records, contact your immediate supervisor for assistance. If law enforcement officials are denied access to your facility or records but proceed anyways, do not interact with the officials further. Instead, alert your immediate supervisor and contact Longmont Police Department Dispatch at (303) 651-8601. You may also contact the City Attorney's Office at (303) 651-8619. If you feel uncomfortable by an interaction with a law enforcement official, or any other person, contact your immediate supervisor and/or Longmont Police Department Dispatch at (303) 651-8601.