



Reference: *Education Code Sections 66093 and 66093.3*

Responding to Requests for Access for Immigration Enforcement Activities

District personnel shall provide guidance and offer training to campus employees addressing law enforcement access to campus buildings and student residences. The guidance and training shall include the following required topics:

- Instructions that law enforcement officers cannot enter living quarters to make arrests without a judicial warrant, valid consent, or exigent circumstances.
- Instructions that District personnel, including campus security, cannot consent to the entry into a residence or dormitory for the purpose of a search or arrest, but a judicial warrant or exigent circumstances may authorize officer entry without consent.
- Campus security contact information to report concerns about the presence of officers engaged in immigration enforcement on any campus property.
- Samples of warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.
- Sample responses for employees to use in response to officers seeking access for immigration enforcement purposes that avoids classroom interruptions, and that preserves the peaceful conduct of the District's activities.

District personnel shall advise all students, faculty, and staff to immediately notify the office of the Chancellor or designee if they are advised that an officer engaged in immigration enforcement is expected to enter, will enter, or has entered the campus for immigration enforcement purposes. District personnel must also notify campus security as soon as possible.

No personnel may consent to entry of non-public District facilities or portions thereof.

District personnel shall advise all students, faculty, and staff responding to or having contact with an officer engaged in immigration enforcement executing an immigration order, to refer the entity or individual to the office of the Chancellor or designee for purposes of verifying the legality of any warrant, court order, or subpoena.

If the officer declares that exigent circumstances exist and demands immediate access to the campus, District personnel should not refuse the officer's orders and immediately contact the Chancellor or designee and campus security.

The Chancellor or designee shall determine what type of authorization is being provided to support the officer's request for access:

- A U.S. Immigrations and Customs Enforcement (ICE) "warrant." Immediate compliance is not required. District personnel shall inform the officer that they

cannot consent to any request without first consulting with the Chancellor or designee. A copy of the warrant is to be provided to the Chancellor or designee (and, where possible, in consultation with legal counsel) as soon as possible.

- A federal judicial warrant (search-and-seizure warrant or arrest warrant). Prompt compliance with such a warrant is usually legally required, but where feasible, consult with the Chancellor or designee before responding.
- A subpoena for production of documents or other evidence. Immediate compliance is not required. Inform the officer that the District cannot respond to the subpoena until after it has been reviewed by the Chancellor or designee. Provide a copy of the subpoena to the Chancellor or designee and legal counsel as soon as possible.
- A notice to appear. This document is not directed at the District. District personnel are under no obligation to deliver or facilitate service of this document to the person named in the document. If a copy of the document is received, it must be given to the Chancellor or designee as soon as possible.

District personnel should not attempt to physically interfere with an officer, even if the officer appears to be acting without consent or exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, District personnel shall make a record of the contact and forward the information to the Chancellor or designee.

In making record of the contact with an immigration enforcement officer, District personnel shall provide the following information:

- Name of the officer and, if available, the officer's credentials and contact information;
- Identity of all District or college personnel who communicated with the officer;
- Details of the officer's request;
- Whether the officer presented a warrant, subpoena, or court order to accompany the request, what was requested in the warrant, subpoena, or court order, and whether the warrant, subpoena, or court order was signed by a judge;
- District personnel's response to the officer's request;
- Any further action taken by the immigration officer; and
- Photo or copy of any documents presented by the agent.

District personnel shall provide a copy of those notes and associated documents collected from the officer, to the Chancellor or designee. In turn, the Chancellor shall submit a timely report to the District's governing board and campus security regarding the officer's requests and actions and the District's response(s).

Notification upon Confirmed Immigration Enforcement Presence

The District shall notify all students, faculty, staff, and other campus community members who work on campus when the presence of immigration enforcement is confirmed on campus, to the fullest extent consistent with state and federal law.

The notice shall include all of the following information:

- The date and time the immigration enforcement was confirmed;
- The location of the confirmed immigration enforcement; and
- A hyperlink to additional resources.

The notice shall not include any personally identifiable information.

Responding to Immigration Acts Against Students or Family Members

If there is reason to suspect that a student, faculty member, or staff person has been taken into custody as the result of an immigration action, District personnel shall notify the person's emergency contact that the person may have been taken into custody.

District personnel shall designate a staff person as a point of contact for any student, faculty member, or staff person who may or could be subject to an immigration order or inquiry.

District personnel shall not discuss the personal information, including immigration status information, of any student, faculty member, or staff person with anyone, or reveal the personal information to anyone, unless disclosing this information is permitted by federal and state law.

District personnel shall maintain a contact list of legal service providers who provide legal immigration representation. The list is to be provided free of charge to any student who requests it. At minimum, the list shall include the legal service provider's name and contact number, email address, and office address.

If a student is detained or deported, or is unable to attend to their academic requirements because of an immigration order, the District shall make all reasonable efforts to assist the student in retaining any eligibility for financial aid, fellowship stipends, exemption from nonresident tuition fees, funding for research or other educational projects, housing stipends or services, or other benefits the student has been awarded or received subject to and in compliance with its policy.

District personnel shall permit a student who is subject to an immigration order to reenroll if and when the student is able to return to the District, subject to and in compliance with its policy and will make reasonable and good faith efforts to provide for a seamless transition in the student's reenrollment and reacquisition of campus services and support.

District personnel shall be available to assist any student, faculty, and staff who may be subject to an immigration order or inquiry, or who may face similar issues, and whose education or employment is at risk because of immigration enforcement actions.

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