

3415

Administrative Regulation

IMMIGRATION ENFORCEMENT ACTIVITIES

Responding to Requests for Access for Immigration Enforcement Activities

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

- Campus police 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 staff to use in response to officers seeking access for immigration enforcement purposes that avoids classroom interruptions, and that preserves the peaceful conduct of the college's activities.

District staff shall advise all students, faculty, and staff to immediately notify the office of the Superintendent/President, or his/her/their designee, if he/she/they is advised that an officer engaged in immigration enforcement is expected to enter, will enter, or has entered the campus for immigration enforcement purposes. College police should also be notified as soon as possible.

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

District staff 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 Superintendent/President, or his/her/their 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 staff should not refuse the officer's orders and immediately contact the Superintendent/President, or his/her/their designee.

The office or designee of the Superintendent/President 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 staff shall inform the officer that he/she/they cannot consent to any request without first consulting with the Superintendent/President, or his/her/their designee. Provide copy of the warrant to the designated administrator (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 Superintendent/President, or his/her/their 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 a designated administrator. Provide a copy of the subpoena to a designated administrator or legal counsel as soon as possible.
- **A notice to appear:** This document is not directed at the District. District staff 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 a designated administrator as soon as possible.

District staff 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 staff shall make a record of the contact and forward the information to the Superintendent/President.

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

- Name of the officer, and, if available, the officer's credentials and contact information;
- Identity of all college staff who communicated with the officer;
- Details of the officer's request;
- Whether the officer presented a warrant, subpoena, or court order to accompany his/her/their request, what was requested in the warrant/subpoena/court order, and whether the warrant/subpoena/court order was signed by a judge;
- District staff'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 staff shall provide a copy of those notes, and associated documents collected from the officer, to the Superintendent/President, or his/her/their designee.

In turn, the Superintendent/President shall submit a timely report to the District's governing board and the campus police regarding the officer's requests and actions and the District's response(s).

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 staff shall notify the person's emergency contact that the person may have been taken into custody.

District staff shall designate the Chief Human Resources Officer 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 staff 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 staff shall maintain a contact list of legal service providers who provide legal immigration representation and provide this list free of charge to any student who requests it. At minimum, the list shall include the legal service provider's name and contact number, e-mail address, and office address.

If a student is detained or deported, or is unable to attend to his/her/their academic requirements because of an immigration order, 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 or other benefits the student has been awarded or received subject to and in compliance with its policy.

District staff shall permit a student who is subject to an immigration order to re-enroll 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 re-enrollment and reacquisition of campus services and support.

District staff 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.

References:

Education Code Sections 66093 and 66093.3

Adopted: 5/10/22