

FROM THE OFFICE OF THE GENERAL COUNSEL

IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) JUST SHOWED UP! NOW WHAT?

In the event that Immigration and Customs Enforcement (ICE) or any law enforcement other than LRPD shows up at your classroom or office and demands records or information about students, you should:

- 1 **Call LRPD Dispatch 558-2221 or x2221** and tell them what's happening. They will provide you with guidance, contact the General Counsel's office and notify other appropriate persons.
- 2 **Politely ask the officer to show you their identification** and collect a business card.
- 3 **Ask the officer for a copy of the warrant or signed consent** authorizing them to obtain persons, records or information.
- 4 **Scan and email warrants to sherryj@losrios.edu** and ask the officer to wait for the General Counsel, but step out of the way of the officer and document what he or she does. Feel free to use your cell phone camera to video the entire conversation.
- 5 If they have a signed consent, **send them to Admissions and Records.**

Additional Information

The student's name, identification number, age, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent school attended, is considered public information. All other information about the student is confidential and may not be disclosed to persons who do not work for Los Rios without a warrant or signed consent.

If outside law enforcement shows you a warrant, you cannot interfere with that process without the risk that you will be arrested for obstructing law enforcement in their lawful duties. Step aside and allow the officers to do their job. Warrants allow government agents to enter the premises, search for evidence, and seize documents and/or persons. Staff and faculty outside of the General Counsel's office are not expected to be able to evaluate a warrant. For your information, in order for a warrant to be valid, it must be signed by a judge and contain a description of the person, records or things sought. Document the nature of the areas searched and items or persons seized. Ask whether investigators are willing to accept copies in place of original documents, and if so, who will make the copies; ask whether the District will be permitted to make its own set of copies of documents being seized; and ask about arrangements for access to seized records.

LRPD is part of the District and has been instructed on their rights regarding student records. You should cooperate with them when they request information from you.