

# FROM THE OFFICE OF THE GENERAL COUNSEL

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

If you have heard an immigration officer

- \* is about to enter, will enter or has entered the campus; or
- \* has taken a person into custody; or
- \* has asked for information about your students;

you should:

- 1** Call Los Rios Police Department Dispatch at 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. You should not disclose information about students, faculty, or staff without direction from the Los Rios Police Department or General Counsel's office.
- 2** Ask the officer politely to show you their identification and refer them to the President's Office and collect a business card.
- 3** Ask the officer for a copy of the judicial 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. If the officer insists on going forward, step out of the way and document what he or she does. Use your cell phone camera to video record the entire conversation.
- 5** Send the Officer to Admissions and Records if they have a signed consent.

### *Additional Information*

The student's name, identification number, age, major field of study, participation in officially recognized activities and sports, weight and height (for 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 judicial 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. Judicial 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.