



What to do if Federal Immigration Officials Seek Campus Access to Conduct an Enforcement Action at LACCD Colleges

⚠️ HOTLINE FOR IMMEDIATE CONCERNS: 213-891-2025

Overview—Commitment to All Students Irrespective of Immigration Status

The Los Angeles Community College District (the “LACCD”) is committed to supporting all of its students, irrespective of immigration status, who seek to receive a quality education at any of the LACCD’s nine campuses. We understand that the actual and perceived threats of immigration enforcement actions against our undocumented students and potentially their families could adversely affect our students’ sense of well-being and ability to learn. That is why we are focused on addressing these concerns and creating a supportive environment for all members of our diverse student body.

As a result, LACCD has developed guidelines, outlined below, for all LACCD staff in the event that federal immigration officials, such as U.S. Immigration and Customs Enforcement (“ICE”) agents, seek access to any of our campuses, or request information regarding our students. Reporting guidelines have also been established for LACCD staff and students if ICE officials are observed accessing a campus.

Immigration Enforcement Actions Generally Avoided at Locations Such as LACCD Colleges

Policy guidance currently exists directing ICE to avoid enforcement actions at sensitive locations, such as our campuses, unless prior approval from an appropriate ICE supervisory official is obtained, or exigent/emergency circumstances exist concerning national security, terrorism, or public safety. Under the policy guidance, sensitive locations include, but are not be limited to:

- Schools - such as known licensed daycares, pre-schools and other early learning programs; primary schools; secondary schools; and colleges and universities, including the nine colleges in the Los Angeles Community College District.

An enforcement action under this policy guidance includes any action taken by ICE. These may include interacting with students, faculty, or staff to apprehend, arrest, interview, or search an individual, or to surveil an individual for enforcement purposes.

What Should Your Campus Do if ICE Seeks Access to Your Campus?

- **Request for Access to Campus:** If a federal immigration enforcement official, such as an ICE agent, requests access to a campus, LACCD personnel should immediately refer the federal official and his/her request to the Office of the President/Chancellor. The Office of the President/Chancellor will, in turn, work with the LACCD's General Counsel to make a final determination on whether the request is lawful.
- **Request Access to Student Information/Record:** Similarly, if a federal immigration enforcement official requests access to a student's information/record, LACCD personnel should immediately refer the federal official and his/her request to the Office of the President/Chancellor. The Office of the President/Chancellor will, in turn, work with LACCD's General Counsel to make a final determination on whether the request is lawful.
- **Communication with the Sheriff's Department:** When deemed appropriate, the Office of the President/Chancellor will contact the Los Angeles County Sheriff's Department to act as a liaison.
- **Refusal to Follow Protocol by Federal Immigration Enforcement Official:** If a federal immigration enforcement official refuses to follow the above-mentioned instruction, the LACCD personnel should immediately call 213-891-2025.
- **Reporting the Presence of Federal Immigration Enforcement Officials on Campus:** Even where no direct request is made by a federal immigration enforcement official, the LACCD personnel, in addition to students, should immediately call 213-891-2025 to report federal immigration enforcement officials on any LACCD college.

Do's and Don'ts for LACCD Personnel/Student

- Do conduct yourself professionally at all times when interacting with federal immigration enforcement officials and, as such, do not engage in casual conversation with them;
- Do immediately notify the Office of the President/Chancellor if a request is made by federal immigration enforcement officials to access a campus or a student's information/record;
- Do immediately notify the Office of the President/Chancellor if you observe the presence of federal immigration enforcement officials on campus;
- If after hours, do contact the Sheriff's Department regarding requests made by or the presence of federal immigration enforcement officials on campus.

Responsibilities of All Employees for Student Information/Records

The LACCD will only provide student information to ICE in response to a lawful subpoena as required by law. No requests for information should be made to college staff. Records requests should be directed to the LACCD Office of General Counsel for review by the custodian of record.

LACCD will only request immigration status for purposes of determining residency as it relates to student tuition and fees. Employees are not authorized to release a student's immigration status and are strictly prohibited from disclosing that information except as it relates to international students and the processing of F1 student visa. These procedures are consistent with LACCD Board rules and are in place to ensure that no student information is released unless authorized by the student or through a lawful subpoena.

Resources Available to Students

- **HOTLINE FOR IMMEDIATE CONCERNS: 213-891-2025**
- Los Angeles Mayor’s Office of Immigrant Affairs: lamayor.org/immigrants
- California Community College Chancellor’s Office: cocco.edu/resourcesforundocumentedstudents.aspx
- Los Angeles County Department of Mental Health: dmh.lacounty.gov or 1-800-854-7771
- Southern Poverty Law Center: splcenter.org/issues/immigrant-justice
- Asian Americans Advancing Justice – Los Angeles: <http://www.advancingjustice-la.org/know-your-rights-resources>
- For information regarding immigration and LACCD: laccd.edu/immigration
- To view the LACCD Board of Trustees resolution: laccd.edu/Documents/NewsDocuments/LACCD_Release_121316_Final.pdf