



AP 3415 Immigration Enforcement Activities

The Superintendent/President, the Associate Superintendent of Administrative Services and Emergency Operations, the Chief Legal Officer & General Counsel, the Chief of Police/Director of Public Safety, and the Executive Director of Student Support Services are the administrators responsible for implementing the requirements of this administrative procedure and Education Code section 66093.3.

Responding to Requests for Access for Immigration Enforcement Activities

The Associate Superintendent of Administrative Services and Emergency Operations, the Chief Legal Officer & General Counsel, and the Chief of Police/Director of Public Safety shall provide guidance and offer to campus employees training addressing responding to immigration enforcement activity on campus. This training shall include the following topics:

- Contact information for District officials who shall receive reports or concerns about the presence of immigration officers or agents engaged in immigration enforcement on any District owned or operated property.
- Information regarding how to respond in the event that an employee or agent of the District receives a warrant or subpoena from immigration officers or agents.
- Guidance for District employees on how to respond to immigration officers seeking access to the campus for immigration enforcement purposes that avoids classroom interruptions, and that preserves the peaceful conduct of the District's activities.

Students, faculty, and staff shall immediately notify the Chaffey Police, the Chief of Police/Director of Public Safety, or the Chief Legal Officer & General Counsel if they are advised that an immigration officer engaged in immigration enforcement is expected to enter, will enter, or has entered the campus for immigration enforcement purposes. The Chaffey Police, the Chief of Police/Director of Public Safety, or the Chief Legal Officer & General Counsel will immediately notify the Superintendent/President.

No personnel may consent to entry of non-public District facilities or portions thereof unless expressly authorized by the Superintendent/President, the Chief of Police/Director of Public Safety, the Chief Legal Officer & General Counsel or their designee.

All students, faculty, and staff responding to or having contact with an immigration officer shall refer the immigration officer to the Chaffey Police, the Chief of Police/Director of Public Safety, or the Chief Legal Officer & General Counsel office.



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If the immigration 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 Chaffey Police, the Chief of Police/Director of Public Safety, or the Chief Legal Officer & General Counsel. The Chaffey Police, the Chief of Police/Director of Public Safety, or the Chief Legal Officer & General Counsel shall make contact with immigration officers or agents to attempt to determine what enforcement activity the immigration officer is engaging in, if the activity is permissible under the law, and whether the immigration officer has a valid warrant, subpoena, or court order.

District personnel should not attempt to physically impede, interfere with, or obstruct an immigration officer's activities on campus, even if the officer appears to be acting without consent or exceeding the authorization given under a warrant or other document. If an immigration officer enters non-public premises without consent, District personnel shall make a record of the contact and forward the information to the Chaffey Police, the Chief of Police/Director of Public Safety, or the Chief Legal Officer & General Counsel.

To the extent possible, and without interfering with the immigration officer's activities, District personnel shall provide the following information to the Chaffey Police, the Chief of Police/Director of Public Safety or the Chief Legal Officer & General Counsel:

- To the extent known, the name of the immigration officer, and, if available, what agency the officer works for;
- To the extent known, the identity of any individual who communicated with the officer;
- Details of the officer's request;
- To the extent known, whether the immigration officer presented a warrant, subpoena, or court order to accompany the request;
- Any further action taken by the immigration officer; and
- Whether the immigration officer detained any individual(s) while on campus.

The Chief of Police/Director of Public Safety, or the Chief Legal Officer & General Counsel shall submit a timely report to the Superintendent President and Governing Board regarding the immigration officer's requests and actions and the District's response(s).



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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 an employee has been taken into custody as the result of an immigration action, the Chief Human Resources Officer shall notify the employee's emergency contact, when appropriate, that the person may have been taken into custody.

If there is reason to suspect that a student has been taken into custody as the result of an immigration action, the Executive Director of Student Support Services or the Director of Admissions and Records shall notify the student's emergency contact, when appropriate, that the person may have been taken into custody.

The District has designated the Executive Director of Student Support Services and the Director of Admissions and Records as the points of contact for any student 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 or employee with anyone, or reveal the personal information to anyone, unless disclosing this information is permitted by federal and state law.



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District personnel 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 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 District 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 District 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 or employee 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

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