

Clovis Community College ICE on Campus Protocol

Introduction

The most important thing to remember if ICE comes onto campus and you are the one who encounters the agents is that you are to **contact President Armstrong and our SCCC PD**. Everyone will be provided with a **“blue card”** as a resource of what to say: *“California law and campus administrative policies do not authorize me to share student or employee information. Please come with me to the college president’s office.”*

As many of you may know, there will be times when the President is not in her office. She may be in a meeting on campus, out of the office, or it may be an evening or Saturday when ICE is on campus. Also, she may not always be at the Herndon Campus. Here are a few steps to address these situations.

Note: *This is a living document and will be revised as we receive new and updated information.*

Procedures for Employees

Willow Campus

- 1) Prior to escorting ICE agents to the **President’s Office (Academic Center 1 Building, Room 260)**, please text **President Armstrong on her business cell at (559) 578-4727. Also, please call our SCCC PD emergency number at (559) 244-5911.** At all steps, please document and take notes of the encounter to the best of your ability.
 - a) If ICE agents come on campus and President Armstrong is on campus but not in her office, text her and she will go directly to her office. She will meet SCCC PD there.
 - b) If ICE agents come onto campus and President Armstrong is out of town or off campus, text her and she will contact the designated Administrator in Charge. The name of the Administrator in Charge is currently communicated to the DO and campus administrative team via an email from her Executive Assistant, Bonnie Boonthavongkham, prior to her being out of the office. They will meet SCCC PD in the Administrative Suite (AC1-260).
 - c) If ICE agents come during the **evening or weekend hours, our Evening and Weekend Coordinators** will serve as President Armstrong’s administrators in charge. You will contact either **Maya Davis (Evening Coordinator)** or

Taylor Apparcerl (Weekend Coordinator) at (559) 325-5244 and the SCCCD PD, and then escort the ICE agents to Admissions and Records in **Academic Center 2 Building, Room 130.**

- d) If the person communicating with the ICE agents **is uncomfortable escorting** them to the President's Office, please contact one of the following administrators to escort them to the President's Office. **You must still contact the President's Office and SCCCD PD.**
 - i) **For areas in the Administrative Services, contact Vice President Kimberly Duong at (559) 325-5299.**
 - ii) **For areas in the Student Services, contact Vice President Kira Tippins at (559) 325-5289.**
 - iii) **For classrooms/instructional areas, contact Interim Vice President James Ortez at (559) 325-5214.**
- 2) What to do once the ICE agents are brought to the President's Office or other designated spaces (Admissions & Records in AC2-130):
 - a) If the President or her designee is not present, have them wait in the reception area.
 - b) Once the President or her designee arrives, they will take them into an office space and wait for SCCCD PD.
 - c) Once the President or her designee and SCCCD PD are together, they will assess the warrant presented by ICE and verify its validity. If there is no warrant, they will address the ICE agents accordingly.
 - d) Once the ICE agents' presence is confirmed, the President and SCCCD PD will activate the District's 1st2Know text notification. **Only the President is authorized to activate the District notification system.** The message will be preapproved by the PIOs and DO to assure unified messaging across all campuses. After PD has verified the warrant, PD and the President or designee will contact the DO to send initiate the messaging. The College will not send out any message. This is done by the DO.
 - i) The DO is addressing the need to provide alert notifications which will provide ADA accessibility. RAVE is an app that the DO is researching to use to provide ADA approved notifications.
 - e) If the ICE agents have a valid judicial warrant naming a specific student but does not have a specific location for the student, we will not provide the information and will ask that they return with the information.
 - f) If the ICE agents have a valid judicial warrant naming a specific student and location (e.g. classroom number), the President or her designee is the only official authorized to approve access; they will escort the ICE agents to the

location. This will ensure that ICE agents are not running throughout the campus. The President or her designee will quietly ask the faculty to have the student step outside of the classroom with the President or her designee where the ICE agents will be allowed to serve the warrant. Although SCCCD PD cannot assist in the arrest itself (per California law), SCCCD PD will be present to maintain peace and ensure safety of all students, faculty, and staff.

- i) As standard practice across SCCCD, to minimize disruption, a campus Dean or Administrator will follow the same process if any warrant is being served for our students. This will minimize interruption of the class and allows privacy for the student while being served.
- g) **If the warrant is for records, only the President** or her designee will contact Admissions & Records to obtain the requested documents.
- h) If the warrant request for something that we cannot provide, the President or her designee will contact **SCCCD General Legal Counsel Office at (559) 243-7123 for assistance or Attorney Eileen O' Hare-Anderson at (559) 708-9920.**

3) If a student or employee is detained

- a) Have access to their emergency contact and contact the emergency person to notify them they were detained.
- b) Make sure everyone has updated their emergency contact information in our systems.

4) Off campus events

- a) Work with K-12 superintendents to know their policies and procedures.
- b) Work with DO to understand bus and vehicle contracts and their guidelines regarding ICE.
- c) Understand the guidelines of the UCs and CSUs regarding ICE.
- d) Important: Don't disclose students' confidential information and ensure that students know their rights.

Summary

Always be reminded to contact President Armstrong, the President's Office, and SCCCD PD at all times and know that you are not authorized to do anything else. This hopefully will alleviate some concerns about trying to remember all the steps that occur after the President and SCCCD PD are notified.

Additionally, "Know Your Rights" **Red Cards** are available on campus. You can also print your own, in several languages by going to <https://www.ilrc.org/redcards>.

Herndon Campus

We have an established process for the Administrator in Charge at Herndon Campus.

If ICE agents come onto the Herndon Campus, state the Blue Card statement: *"California law and campus administrative policies do not authorize me to share student or employee information. Please come with me the college president's office."* Then contact the designated person serving as the Administrator in Charge at Herndon Campus as well as SCCC PD **and escort them to the Herndon Campus, Building A, Room 101A.** All all times, document and take notes of the encounter to the best of your ability. **The Administrator in Charge at Herndon Campus are:**

- **Stephanie Babb - (559) 324-6463; Building B Room 303**
- **Ryan Feyk-Miney - (559) 324- 6420; Building A Room 205D**
- **Rich Mostert - (559) 324 – 6413; Building B Room 300**

- 1) What to do once the ICE agents are escorted to the designated space at Herndon Campus (Building A, Room 101A).
 - a) If the Administrator in Charge is not present, have them wait in the reception area, and call the Administrator in Charge's office phone number and the SCCC PD.
 - b) Once the Administrator in Charge arrives, they will take them into an office space and wait for SCCC PD.
 - c) Once the Administrator in Charge and SCCC PD are together, they will assess the warrant presented by ICE and verify its validity. If there's no warrant, they will address the ICE agents accordingly.
 - d) Once the ICE agents' presence is confirmed, the President and SCCC PD will activate the District 1st2Know text notification. **Only the President is authorized to activate the District notification system.** The message will be preapproved by the PIOs and DO to assure unified messaging across all campuses. After PD has verified the warrant, PD and the President or designee will contact the DO to send initiate the messaging. The College will not send out any message. This is done by the DO.
 - i) The DO is addressing the need to provide alert notifications which will provide ADA accessibility. RAVE is an app that the DO is researching to use to provide ADA approved notifications.

- e) If the ICE agents have a valid judicial warrant naming a naming a specific student but does not have a specific location for the student, we will not provide the information and will ask that they return with the information.
- f) If the ICE agents have a valid judicial warrant naming a specific student and location (e.g. classroom), the President or her designee is the only official authorized to approve access and will escort the ICE agents to the location. This is to ensure that ICE agents are not running throughout the campus. The Administrator in Charge will quietly ask the faculty to have the student step outside of the classroom with the Administrator in Charge where the ICE agents will be allowed to serve the warrant. Although SCCCD PD cannot assist in the arrest itself (per California law), SCCCD PD will be present to maintain peace and ensure safety of all students, faculty, and staff.
 - i) As standard practice across SCCCD, to minimize disruption, a campus Dean or Administrator will follow the same process if any warrant is being served for our students. This will minimize interruption of the class and allows privacy for the student while being served.
- g) **If the warrant is for records**, only the President or her designee will contact Admissions & Records to obtain the requested documents.
- h) If the warrant request for something that we cannot provide, the President or her designee will contact SCCCD **General Legal Counsel Office at (559) 243-7123 for assistance or Attorney Eileen O' Hare-Anderson at (559) 708-9920.**

2) Herndon Campus (No on-site administrator)

- a) When there is no on-site administrator present, the same protocol applies:
 - i) Confirmation must still occur before any notification is sent.
 - ii) If an ICE agent requests to speak to the President and no administrator is available, the agent should be directed to Clovis Community College's **Willow Campus** and state the language on the blue card.

3) If a student or employee is detained

- a) Have access to their emergency contact and contact the emergency person to notify them they were detained.
- b) Make sure everyone has updated their emergency contact information in our systems.

4) Off campus events

- a) Work with K-12 superintendents to know their policies and procedures.

- b) Work with DO to understand bus and vehicle contracts and their guidelines regarding ICE.
- c) Understand the guidelines of the UCs and CSUs regarding ICE.
- d) Important: Don't disclose students' confidential information and ensure that students know their rights.

Summary

Always be reminded to contact President Armstrong, the Herndon Campus Administrator in Charge, and SCCCD PD at all times and know that you are not authorized to do anything else. This hopefully will alleviate some concerns about trying to remember all the steps that occur after the President and SCCCD PD are notified.

Additionally, "**Know Your Rights**" **Red Cards** are available on campus. You can also print your own, in several languages by going to <https://www.ilrc.org/redcards>.

Procedures for Students

IMPORTANT: If you are approached by ICE agents on campus and are asked to share information about another student, **DO NOT**. The **first step is to repeat the statement on the Blue Card**: *"California law and campus administrative policies do not authorize me to share student or employee information. Please come with me to the college president's office."*

Then please quickly **direct them to an employee** who will assist the ICE agents and follow the protocol. You are **not required** to assist ICE after you find an employee.

If you feel comfortable, please try to safely observe everything you can as this will help us assist if a fellow student is detained. We will use the information for documentation and for providing as much information as possible in this critical and time sensitive situation to their emergency contact.

1) If you are detained

- a) Please **provide your emergency contact information to an employee**. We will access your emergency contact and contact the emergency person to notify them you were detained.
- b) It is important that you **have informed your emergency contact** that you have listed them.
- c) If you have a **preferred name** and you want us to use that when we contact your emergency contact, please provide that information to the person

asking for your emergency contact information and to your emergency contact as well.

- d) Please make sure that you have **updated your emergency contact information** in our systems.

2) KNOW YOUR RIGHTS

- a) Please make yourselves aware of your rights.
- b) **“Know Your Rights” Red Cards** are available on campus. You can print your own, in several languages by going to <https://www.ilrc.org/redcards>.
- c) Familiarize yourself with the KNOW YOUR RIGHTS posters on campus.
- d) Information about your rights and resources is located on the Clovis Community College and State Center Community College District websites.

3) Blue Cards

- a) We have the Blue Cards in offices all around campus. They have a script of what to say if you are approached by ICE.
 - i) Feel free to take what you need and keep in your wallet or phone case for quick access.
 - ii) The same language on the cards is also available to you on both the Clovis and SCCC CD website.

Summary

Most importantly, you should **never help to identify another student to an ICE agent**.

Always be reminded to **contact an employee to help**.

If there is no employee available, **contact President Armstrong, the President’s Office at 559-578-4727 and SCCC CD PD (559) 244-5911** at all times and **know that you are not authorized to do anything else**. Hopefully this will alleviate some concerns about trying to remember all the steps that occur after the President and SCCC CD PD are notified.

SCCCD colleges are contracted with the **United Farm Workers Foundation** to **provide free legal services to students and employees**. Appointments can be scheduled online. <https://findyourally.com/> For assistance, **contact CCC counselor Carla Stoner at 325-5203 or carla.stoner@cloviscollege.edu**

We know this is an extremely stressful time we are in. We are hopeful that at least having some steps to take if you find yourself in a situation with ICE agents will help you know how to protect yourself. President Armstrong, our SCCC CD Police, and your faculty and Classified Professionals are here to keep you safe as well.

Together we will get through this.