

# Clovis Community College ICE on Campus Protocol At-a-Glance

**Blue Card Statement:** *“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.”*

Procedures for Employees	
Willow Campus	Herndon Campus
<p>If you are approached by ICE agents on campus, <b>state the Blue Card statement and escort them to the President’s Office (Academic Center 1 Building, Room 260) and contact SCCC Police at (559) 244-5911.</b></p> <ul style="list-style-type: none"> <li>• Prior to escorting ICE agents to the President’s Office, <b>text President Armstrong’s business cell at (559) 578-4727</b> so she may meet with the ICE agents at the President’s Office.</li> <li>• <b>If you are not comfortable escorting</b> the ICE agents, contact the following administrator to escort them: <ul style="list-style-type: none"> <li>○ <b>Areas in Administrative Services, contact Vice President Kimberly Duong at (559) 325-5299</b></li> <li>○ <b>Areas in Student Service, contact Vice President Kira Tippins at (559) 325-5289</b></li> <li>○ <b>Classrooms/instructional areas, contact Interim Vice President James Ortiz at (559) 325-5214.</b></li> </ul> </li> </ul> <p>If ICE agents come during the Evening and Weekend:</p> <ul style="list-style-type: none"> <li>• <b>Contact Maya Davis (Evening Coordinator) or Taylor Apparcel (Weekend Coordinator) at (559) 325-5244 and the SCCC PD</b></li> <li>• Escort the ICE agents to <b>Admissions and Records in Academic Center 2 Building, Room 130.</b></li> </ul>	<p>If you are approached by ICE agents on campus, <b>state the Blue Card statement, contact the designated person serving as the Administrator in Charge at Herndon Campus (HC) and the SCCC Police at (559) 244-5911, and escort the ICE agents to Building A, Room 101A.</b></p> <p><b>The Administrator in Charge at HC are:</b></p> <ul style="list-style-type: none"> <li>• <b>Stephanie Babb - (559) 324- 6463; Building B, Room 303</b></li> <li>• <b>Ryan Feyk-Miney - (559) 324-6420; Building A, Room 205D</b></li> <li>• <b>Rich Mostert - (559) 324-6413, Building B, Room 300</b></li> </ul> <p><b>Once you escort the ICE agents</b> to the designated location, have them wait at the reception area until the Administrator in Charge and SCCC PD arrived.</p> <p>If there is <b>no on-site administrator present</b>, state the Blue Card statement and direct the ICE agents to the Willow Campus.</p>

**Once you escort the ICE agents** to the designated location, have them wait at the reception area until the President or her designee and SCCCD PD arrived.

**For both campuses:**

- At all times, document and take notes of the encounter to the best of your ability.
- **If a student or employee is detained**, have access to their emergency contact information and contact the emergency person to notify them that they were detained
- **At off-site events**, do not disclose students' confidential information and ensure students know their rights.

Always be reminded that after you state the Blue Card statement and contact the President's Office or the Administrator in Charge at HC AND the SCCCD PD, you are not authorized to do anything else.

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>.

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## Procedures for Students

If you are approached by ICE agents on campus and are asked to share information about another student, **DO NOT** provide them with any information.

The **first step is to state the Blue Card statement and then quickly direct them to an employee who will follow the protocol.** You are not required to assist ICE after you find an employee. If there is **no employee available contact President Armstrong, the President’s Office at 559-578-4727 and SCCC PD (559) 244-5911.**

If you are comfortable, try to safely observe everything you can as this will help us if a fellow student is detained.

**If you are detained,** please provide your emergency contact information and if you have a preferred name, give it to an employee.

Please make yourself aware of your rights. There are **“Know Your Rights” Red Card** available on campus and be familiar with the **Know Your Rights posters** on campus.

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](mailto:carla.stoner@cloviscollege.edu)**. Also, know that there are resources available on the District and college websites.