



SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

# Office of the General Counsel

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • PHONE: (415) 239-3556

## ICE JUST SHOWED UP! NOW WHAT?

If Immigration and Customs Enforcement (ICE) or any law enforcement other than City College Police shows up at your office or classroom and demands records or information about students, politely ask them to show you their identification and collect a business card. Next ask them for a copy of the warrant or signed consent authorizing them to obtain records or information. Without a warrant or a signed consent, you are not required to provide any information to the officers.

If ICE agents or outside law enforcement provide you with a signed and dated consent to release records, direct them to the Dean of Admissions and Records who will review the signature with signatures on file and, if they match, arrange to provide the information requested. If signatures don't match (or we don't have a signature on file), Admissions and Records will ask them to bring a new form or a copy of identification with a signature on it (i.e. a driver's license).

If outside law enforcement shows you a warrant, it is important for you to know that you cannot interfere with that process without the risk that you will be arrested for obstructing law enforcement in their lawful duties. If you are confronted by law enforcement, immediately notify the General Counsel's office and request that the search not begin until the General Counsel has been notified. Warrants allow government agents to enter the premises, search for evidence, and seize documents, but District employees are not required to speak to agents. Be sure to scan and send a copy of the warrant to the General Counsel's office ASAP. In order for a warrant to be valid, it must be signed by a judge and contain a description of the records or things sought. If you cannot reach the General Counsel immediately and the officers state they will not wait, do not stand in the way of officers executing a warrant that is signed and specifies what is being requested. In that instance, check in with your Vice Chancellor and Chief of Police. Throughout the process, stay out of the way, but document the nature of the areas searched and items seized. Ask whether investigators are willing to accept copies in place of originals, 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.

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