



# Guidance for City College of San Francisco Employees in the Event of Immigration Enforcement Actions at Ocean Campus and/or at Centers

(Current as of 01/29/2025)

City College of San Francisco is committed to supporting every student, regardless of immigration status, in pursuing a quality education.

This information is provided as a resource to help us support our students and one another as a community. Additional guidance will be shared as needed.

## IMPORTANT INFORMATION TO KNOW

- 1. What it means to be an open campus:** City College is a public institution, and as such, is open to the public. This means that members of the general public, including federal immigration officials, can access publicly-designated spaces at the College. However, immigration officials cannot enter certain spaces such as classrooms, locked offices, or areas marked as “authorized personnel only” without official College permission.
- 2. State laws and policies in place to protect student privacy and limit assistance with immigration enforcement:** [Assembly Bill \(AB\) 21](#) and [Senate Bill \(SB\) 54](#) prohibit state and local agencies from using resources to further certain federal immigration enforcement efforts.
- 3. City College policies relating to student privacy, protection of student information and limiting District Police from engaging in immigration enforcement actions:**
  - [CCSF Board of Trustees Resolution in Support of Undocumented and LGBTQIA+ Students](#) – Limits District Police from engaging in immigration enforcement actions, protects student privacy and limits access to student data.
  - [CCSF Board Policy 5.041](#) and [Administrative Procedure 5.041: Student Information Relating to Immigration](#) – This policy and procedure establish that no student information shall be disclosed for immigration enforcement purposes without a court order, judicial warrant, or signed and dated written consent by the student or, if the student is a minor, the student’s parent or guardian.
  - [CCSF Board Policy 5.042](#) and [Administrative Procedure 5.042: Responding to Immigration Enforcement](#) – This policy and procedure outline the establishment of protocols relating to potential immigration enforcement at the College.

## PROCESS TO FOLLOW IF IMMIGRATION ENFORCEMENT OCCURS AT CITY COLLEGE

- 1. Contact the Office of the Chancellor** at the number below if you learn that an immigration officer is expected to enter or has entered the College (Ocean Campus and/or Center) to conduct immigration enforcement.
  - (415) 239-3556
- 2. Contact District Police if you encounter an immigration officer** attempting to execute a federal immigration order or requesting information about a member of the City College community (student or employee). District Police officers are equipped to address the situation while prioritizing the rights and safety of students and employees.
  - **Ocean Campus and ALL Centers: (415) 239-3200**

District Police are dedicated to ensuring the safety and well-being of everyone at City College. They will not contact, detain, question, or arrest anyone solely based on suspected undocumented immigration status or inquire about an individual's immigration status.

3. **Do not accept a warrant, court order or other legal document from any immigration enforcement officer.** These documents can only be accepted by the Chancellor; no other employee is authorized to accept these documents.
  - Let the official know that you cannot accept service by saying, ***“Only the College’s Chancellor can accept these documents. Please follow me to the District Police department office and the Chancellor can meet you there.”***
  - Also, contact District Police immediately at **415-239-3200** and they can assist in escorting the immigration officer to the District Police department office.
  - If at a Center, the immigration officer should be directed to serve the documents to the Chancellor at the District Police Department office at Ocean Campus.
4. **Do not disclose or discuss personal information, including a student’s or employee’s immigration status,** unless required by state and federal law. Refer any requests for such personal information from immigration officers, even those with a warrant or court order, to the Chancellor’s Office. The designated authority will evaluate the relevant laws and verify the legality of any documentation to determine whether compliance with the request is required.
5. **Do not engage in physical confrontation or interference.** Your safety and the safety of the students is the top priority. Avoid any actions that would escalate the situation.

You may wish to say: ***“I am not here to stand in the way of any lawful enforcement. Our District procedures and state law require us to contact our Chancellor and District Police before proceeding further.”***

There is no need to make any further statement to the officer. You should not engage with any immigration officer beyond the statement above.

6. **Do not share uncorroborated or unconfirmed information – share only the facts.** Dis/misinformation causes confusion and leads to heightened anxiety among students and employees of the College. It is critical that everyone at the College deal in fact-based information sharing, not in rumor, unconfirmed social media posts, or conjectures of what might happen/be happening. In order for the College to best support students against any federal actions, our ability to know the facts is essential.

## **ADDITIONAL RESOURCES**

- [CityDREAM](#)
- [City College District Police](#)
- [CA Community College’s Chancellor’s Office Legal Advisory](#)
- [Immigrant Legal Resource Center Red Cards](#): CityDREAM and the Immigrant Legal Resource Center offer free Red Cards, which provide quick, user-friendly reminders for asserting individuals’ rights and protecting oneself in various situations, including interactions with immigration officers.
- San Francisco Rapid Response Hotline: **(415) 200-1548**