
Administrative Procedure
Chapter 3 – General Institution

AP 3415 IMMIGRATION ENFORCEMENT ACTIVITIES

References:

Education Code Sections 66093 and 66093.3

Responding to Requests for Access for Immigration Enforcement Activities

District personnel shall provide guidance and offer to campus employees training addressing law enforcement access to campus buildings and student residences. This guide shall include the following required topics:

- Superintendent-President and Campus Safety contact information to report concerns about the presence of officers engaged in immigration enforcement on any campus property.
- Samples of warrant and subpoena documents to designated administrators that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.
- Sample responses for employees to use in response to officers seeking access for immigration enforcement purposes that avoids classroom interruptions, and that preserves the peaceful conduct of the school's activities.

Many areas of the District's campuses are non-public due to privacy protections, operational needs or safety considerations. These areas, called "**Limited Zone(s)**", include any restricted area; any space secured by key cards or locked doors, and secure points of entry such as administrative offices, staff workstations, faculty offices, equipment rooms and storage areas. Limited Zones also include classrooms while classes are in session, maintenance areas, kitchens and food preparation facilities, locker rooms, and research laboratories accessible only upon status of enrollment or employment, including students, staff and faculty.

District personnel shall advise all students, faculty, and staff to immediately notify the Office of the Superintendent-President if an officer engaged in immigration enforcement is expected to enter, will enter, or has entered the campus for immigration enforcement purposes. Campus Safety should also be notified as soon as possible.

Instructions for Immigration and Customs Enforcement on Campus

All ICE and other federal immigration enforcement agents ***must present a judicial warrant*** to enter Limited Zones on campus.

- ***If an ICE agent attempts to enter a Limited Zone with a warrant, complete the following steps:***
 - **Step 1: Communicate Presence at Limited Zone**
 - Inform the ICE agent that the area they are seeking to enter is a Limited Zone and that you are not authorized to provide access to Limited Zones without verification and consultation from the Office of the Superintendent-President or other designated administrator. Inform the ICE agent that the area they are seeking to enter is a Limited Zone and that you are not authorized to provide access to Limited Zones.
 - If the agent proceeds to enter despite your request, do not resist and take notes on what they did and where they searched. Notify the Office of the Superintendent-President, Campus Safety or other District-designated administrator (“Authorized Designee”) immediately.
 - **Step 2: Contact Campus Authorities**
 - Call the Office of the Superintendent-President, Campus Safety or Authorized Designee, immediately.
 - Inform the agent that an Authorized Designee is on the way.
 - **Step 3: Verify the Judicial Warrant** – ICE administrative warrant is not sufficient to grant an ICE agent access to a Limited Zone.
 - If the agent indicates that they have a warrant, staff should ask for identification and a copy of the warrant. Record information on District-provided form and notify the Superintendent-President or Authorized Designee as soon as possible:
 1. The agent’s name, contact information, badge number
 2. The identity of all District personnel who communicated with the agent
 3. Details of the agent’s request
 4. Whether the officer presented a warrant, subpoena, or court order to accompany his/her/their request, what was requested in the warrant/subpoena/court order, and whether the warrant/subpoena/court order was signed by a judge
 5. The District personnel’s response to the officer’s request

- The Authorized Designee will check to ensure that the warrant is a judicial warrant by comparing it to the sample provided by the District.
 - The Authorized Designee must ensure that the warrant has the correct address, was issued by a court and signed by a judge, and that the agent is only requesting to search the areas/items as described in the warrant.
 1. If the information on the warrant is accurate, the Authorized Designee may direct staff to allow the agent to enter.
- ***If an ICE agent attempts to enter a Limited Zone without a valid judicial warrant, complete the following steps:***
 - **Step 1: Communicate Your Rights**
 - You may inform the agent that you are not authorized and do not consent to them entering your classroom, office, workspace, or other Limited Zone in which you are located.
 - For Students, Know Your Rights:
 1. You have the right to remain silent, refuse entry into your private space without a warrant and seek legal representation. Students should carry a “know your rights” card that explains your legal protections. Workshops and resources, including printed “know your rights” cards, are available at Long Beach City College’s two campuses to help you prepare for such situations.
 - If the agent proceeds to enter despite your request, do not resist and take notes on what they did and where they searched.
 - **Step 2: Contact Campus Authorities**
 - Call Campus Safety, the Office of the Superintendent-President or designated staff member immediately.
 - Inform the agent that an Authorized Designee are on the way.
 - **Step 3: Remain in your Private Space**
 - Return to your classroom, office, workspace, or other Limited Zone.
 1. If students are in your classroom, you may remind them that they have the right to remain silent.
 2. As a faculty member, you may choose to dismiss or continue instruction.

How to Respond to Immigration Enforcement Actions

If there is reason to suspect that a student, faculty member, or staff person has been taken into custody as the result of an immigration action, the Dean of Student Affairs is responsible for notifying the student's emergency contact and the Associate Vice-President of Human Resources is responsible for notifying employee emergency contacts.

If a student is detained or deported, or is unable to attend to his/her/their 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 its policy.

District personnel shall permit a student who is subject to an immigration order to re-enroll if and when the student is able to return to the District, subject to and in compliance with its policy and will make reasonable and good-faith efforts to provide for a seamless transition in the student's re-enrollment and reacquisition of campus services and support.

District personnel shall be available to assist any student, faculty, and staff 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.

Designee Contact Information

Liberal Arts Campus (LAC)

4901 East Carson St. Long Beach, CA, 90808

District personnel should refer to the Office of the Superintendent-President located in the T Building for all immigration action-related inquiries. If the Office of the Superintendent-President is not available, contact Campus Safety.

Trades, Technology, and Community Learning Campus (TTC formally PCC)

1305 E. Pacific Coast Highway, Long Beach, CA, 90806

District personnel should refer to the Associate Vice President for TTC located in the AA Building for all immigration action-related inquiries. If the Associate Vice President Office is not available, contact Campus Safety.

Approved: February 26, 2025
(*This is a new procedure*)