

# Employee protocols for Immigration and Customs Enforcement (ICE) on campus

## Step 1 Remain Calm and Professional

Maintain a calm and professional demeanor if approached by an ICE officer. Inform the officer that you are required to follow the college's protocol for such requests.

## Step 2 Do Not Disclose Information

Do not provide any student information, such as enrollment status, class schedules, or personal details. Inform the officer that "per college policy all requests for student information must go through the Office of the President."

## Step 3 Guide the Officer to the College President's Office

If you are at DVC Pleasant Hill, escort the officer to the President's Office stating, "I will guide you to the appropriate office." If you are at DVC San Ramon, escort the officer to the Dean's Office. If after hours, call the president at **925-969-2000**. If there is no answer, call DVC Police Services, **925-686-5547** for non-emergencies or **925-969-2785** for after-hours dispatch. They will find the college president or a designee to respond.

## Step 4 Allow the College President Handle the Request

The president will consult with the chancellor, who will seek legal counsel to determine the appropriate response to a request. 4CD's legal counsel advises on compliance with valid court orders, subpoenas, or warrants.

## Step 5 Maintain Confidentiality

Do not share personal information or confidential details about students or employees with anyone other than personnel in the Office of the President. Student information is protected under the Family Educational Rights and Privacy Act (FERPA) and California state law. The president will communicate with campus about ICE activity as appropriate.

## Step 6 Document

The president may request you write a summary of the interaction with ICE. Include the date, time, location, and a summary of what occurred. Submit this summary to the president at [DVCImmiPOC@email.4CD.edu](mailto:DVCImmiPOC@email.4CD.edu) for record-keeping.