

SBCC GUIDE TO ON-CAMPUS IMMIGRATION ENFORCEMENT ACTIVITIES

1

STAY CALM

While this event may feel overwhelming, our mission at SBCC is to create a supportive environment that prioritizes learning and student success for everyone.

2

NOTIFY

In the situation where a law enforcement officer may present in your office, department or classroom, please refer them to:

- The Office of the Superintendent/President where the warrant/subpoena will be reviewed and directed to the appropriate administrative offices & notify Campus Safety at your earliest opportunity.
- In the event that the President/Superintendent Office is not available, please refer law enforcement to
 - The Director of Campus Safety and/or
 - The Vice President Student Affairs for student related requests
 - The Vice President of Human Resources for employee related requests
 - The Vice President or School of Extended Learning for international student related requests

3

DOCUMENT & ESCORT

Provide the President's Office with all details of immigration enforcement activities as soon as possible. Include time, location, officer name/credential, and details of officer's request, if known. **If you do not feel comfortable escorting officers, contact SBCC Campus Safety at (805) 730-4064 to assist.**

4

STAY INFORMED

Get to know the on-campus and local resources, and be sure to share them with students and colleagues.

