



## Cerritos College Quick Reference Guide for Faculty/Staff/Managers in instances of Federal Immigration Enforcement Activities Fall 2017

This quick reference resource is designed to help frontline faculty and staff respond if approached by federal, state, or local officials in order to come on campus or enter Cerritos Community College District (hereafter Cerritos College) owned or operated property.

In general, because Cerritos College is a public community college, a large portion of Cerritos College property is open to the public and may also be accessible to immigration enforcement officers. However, Cerritos College also has limited access spaces where access is physically restricted by key card, locked doors, or monitored entryways where Cerritos College is required due to privacy concerns, operational needs, safety considerations, or restrictions based on privileges of campus membership. Limited access spaces include after-hours access to many parts of campus where administrative or faculty offices, classrooms, labs, athletic facilities, kitchen and food preparation areas, maintenance areas, storage facilities, and physical plant operations are located.

Cerritos College faculty and staff are not required to affirmatively assist immigration authorities or grant permission to enter limited access space when officers do not have proper documentation authorizing such entry. Any request by immigration agents for access to limited access spaces on campus should be immediately forwarded to the Office of the Vice President, Student Services. The request for access will then be assessed by the Cerritos College legal counsel to determine whether proper authority has been documented. If the request for access is made outside of ordinary business hours, when there may be no Cerritos College legal counsel available to consult, faculty/staff/managers should request that the officials seeking to enter a limited access space return to campus during normal business hours.

What should you do if you are approached by officials seeking to enter a limited access facility at Cerritos College for immigration enforcement purposes?

- Ask for the federal, state, or local official to provide their name, identification number, and agency affiliations and a copy of any warrant they may have;
- Inform the official that you are not obstructing their access to campus but are following campus protocol by seeking assistance from Cerritos College legal counsel (if the request to enter is made outside of normal business hours for the Office of the Vice President, Student Services to access legal counsel, request that the official(s) return when normal business hours resume on the next business day when college offices are open)<sup>1</sup>;
- Contact the Office of the Vice President, Student Services; and
- Follow directions provided by the Office of the Vice President, Student Service's, which, ordinarily, will be to refer the official(s) to the Vice President, Student Service's office. The Office of the Vice President, Student Services is accessed via the quad of the Administration Building, adjacent parking lots 3 and 4. Call 1-562-860-2451, extension 2236, 2223, or 2204 for assistance during business hours.

Note: Cerritos College will act in compliance with the California Values Act signed into law October 5, 2017 by Governor Brown and effective January 1, 2018. The Act includes provisions for California's educational institutions, law enforcement departments of public colleges and universities, and health services facilities, among others. It provides for model policies to be available by October, 2018. Cerritos College will issue the applicable model policy once it becomes available.

<sup>1</sup>Officials may insist on entering a limited access space outside of normal business hours on the basis of a judicial warrant. If such officials assert that preventing their access may generate liability for the Cerritos College or for the individual to whom they issue the demand, that individual may comply with the request after stating clearly that entry after hours and without an opportunity to consult the Cerritos College Office of the Vice President, Student Services and Cerritos College legal counsel violates Cerritos College protocol. For assistance after business hours, Cerritos College faculty/staff/managers may contact Campus Police at 1-562-860-2451, extension 2325, Option 4.