



## **AP 3415      Immigration Enforcement Activities**

### **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. This guide shall include the following required topics:

- Campus police contact information to report concerns about the presence of officers engaged in immigration enforcement on any campus property.
- Samples of warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus (see sample Appendices A through G).
- Sample responses for building personnel 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.

District personnel shall advise all students, faculty, and staff to immediately notify Campus Police, if he/she is advised that an officer engaged in immigration enforcement is expected to enter, will enter, or has entered the campus for immigration enforcement purposes. The office of the Superintendent/President, or his/her designee, should also be notified as soon as possible.

No personnel may consent to entry of District facilities or portions thereof.

District personnel shall advise all students, faculty, and staff responding to or having contact with an officer engaged in immigration enforcement executing an immigration order, to refer the entity or individual to the office of the Superintendent/President, or his/her designee, for purposes of verifying the legality of any warrant, court order, or subpoena.

If the officer declares that exigent circumstances exist and demands immediate access to the campus, District personnel should not refuse the officer's orders and immediately contact the Chief, Campus Police or designee.

Campus Police shall determine what type of authorization is being provided to support the officer's request for access:

- **A U.S. Immigrations and Customs Enforcement (ICE) "warrant."** Immediate compliance is not required. District personnel shall inform the officer that he/she cannot consent to any request without first consulting with the Chief, Campus Police or designee. Provide copy of the warrant to



**AP 3415      Immigration Enforcement Activities**

the designated administrator (where possible, in consultation with legal counsel) as soon as possible.

- **A federal judicial warrant (search-and-seizure warrant or arrest warrant):** Prompt compliance with such a warrant is usually legally required, but where feasible, consult with the Chief, Campus Police or designee before responding.
- **A subpoena for production of documents or other evidence:** Immediate compliance is not required. Inform the officer that the District cannot respond to the subpoena until after it has been reviewed by a designated administrator. Provide a copy of the subpoena to a designated administrator or legal counsel as soon as possible.
- **A notice to appear:** This document is not directed at the District. District personnel are under no obligation to deliver or facilitate service of this document to the person named in the document. If a copy of the document is received, it must be given to a designated administrator as soon as possible.

District personnel should not attempt to physically interfere with an officer, even if the officer appears to be acting without consent or exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, District personnel shall make a record of the contact and forward the information to the Campus Police.

In making record of the contact with an immigration enforcement officer, District personnel shall provide the following information:

- Name of the officer, and, if available, the officer's credentials and contact information;
- Identity of all school personnel who communicated with the officer;
- Details of the officer's request;
- Whether the officer presented a warrant, subpoena, or court order to accompany his/her request, what was requested in the warrant/subpoena/court order, and whether the warrant/subpoena/court order was signed by a judge;
- District personnel's response to the officer's request;
- Any further action taken by the immigration officer; and
- Photo or copy of any documents presented by the agent.



## **AP 3415      Immigration Enforcement Activities**

District personnel shall provide a copy of those notes, and associated documents collected from the officer, to the general counsel or designee.

### **Notification upon Confirmed Immigration Enforcement Presence**

The District shall notify all students, faculty, staff, and other campus community members who work on campus when the presence of immigration enforcement is confirmed on campus, to the fullest extent consistent with state and federal law.

The notice shall include all of the following information:

- The date and time the immigration enforcement was confirmed;
- The location of the confirmed immigration enforcement; and
- A hyperlink to additional resources.

The notice shall not include any personally identifiable information.

In turn, the general counsel or designee shall submit a timely report to the District's governing board and the campus public safety office regarding the officer's requests and actions and the District's response(s).

### **Responding to Immigration Acts Against Students or Family Members**

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, District personnel shall notify the person's emergency contact that the person may have been taken into custody.

District personnel shall designate a staff person as a point of contact for any student, faculty member, or staff person who may or could be subject to an immigration order or inquiry.

District personnel shall not discuss the personal information, including immigration status information, of any student, faculty member, or staff person with anyone, or reveal the personal information to anyone, unless disclosing this information is permitted by federal and state law.

District personnel shall maintain a contact list of legal service providers who provide legal immigration representation and provide this list free of charge to any student who requests it. At minimum, the list shall include the legal service provider's name, contact number, e-mail address, and office address.



**AP 3415            Immigration Enforcement Activities**

If a student is detained or deported, or is unable to attend to his/her academic requirements because of an immigration order, 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 reenroll 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 reenrollment 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.

**References:**

Education Code Section 66093 and 66093.3

Promoting a Safe and Secure Campus for All: Guidance and Model Policies to Assist California's Colleges and Universities in Responding to Immigration Issues (<https://oag.ca.gov/sites/all/files/agweb/pdfs/immigration/higher-education-guidance.pdf>)

# Appendix A

## Immigrations and Customs Enforcement "Arrest Warrant"

(Form I-200)

U.S. DEPARTMENT OF HOMELAND SECURITY

Warrant for Arrest of Alien

File No. \_\_\_\_\_

Date: \_\_\_\_\_

**To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations**

I have determined that there is probable cause to believe that \_\_\_\_\_ is removable from the United States. This determination is based upon:

- ☐ the execution of a charging document to initiate removal proceedings against the subject;
- ☐ the pendency of ongoing removal proceedings against the subject;
- ☐ the failure to establish admissibility subsequent to deferred inspection;
- ☐ biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- ☐ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

**YOU ARE COMMANDED** to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

\_\_\_\_\_  
(Signature of Authorized Immigration Officer)

\_\_\_\_\_  
(Printed Name and Title of Authorized Immigration Officer)

### Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at \_\_\_\_\_  
(Location)

on \_\_\_\_\_ on \_\_\_\_\_, and the contents of this  
(Name of Alien) (Date of Service)

notice were read to him or her in the \_\_\_\_\_ language.  
(Language)

\_\_\_\_\_  
Name and Signature of Officer

\_\_\_\_\_  
Name or Number of Interpreter (if applicable)

Form I-200 (Rev. 09/16)

**Appendix B**  
**Immigrations and Customs Enforcement “Removal Warrant”**  
**(Form I-205)**

|                                                                                                                                                                                                                                                                                                                                   |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| DEPARTMENT OF HOMELAND SECURITY<br>U.S. Immigration and Customs Enforcement<br><b>WARRANT OF REMOVAL/DEPORTATION</b>                                                                                                                                                                                                              |                 |
| File No: _____                                                                                                                                                                                                                                                                                                                    |                 |
| Date: _____                                                                                                                                                                                                                                                                                                                       |                 |
| To any immigration officer of the United States Department of Homeland Security:                                                                                                                                                                                                                                                  |                 |
| _____<br>(Full name of alien)                                                                                                                                                                                                                                                                                                     |                 |
| who entered the United States at _____                                                                                                                                                                                                                                                                                            | on _____        |
| (Place of entry)                                                                                                                                                                                                                                                                                                                  | (Date of entry) |
| is subject to removal/deportation from the United States, based upon a final order by:                                                                                                                                                                                                                                            |                 |
| <input type="checkbox"/> an immigration judge in exclusion, deportation, or removal proceedings                                                                                                                                                                                                                                   |                 |
| <input type="checkbox"/> a designated official                                                                                                                                                                                                                                                                                    |                 |
| <input type="checkbox"/> the Board of Immigration Appeals                                                                                                                                                                                                                                                                         |                 |
| <input type="checkbox"/> a United States District or Magistrate Court Judge                                                                                                                                                                                                                                                       |                 |
| and pursuant to the following provisions of the Immigration and Nationality Act:                                                                                                                                                                                                                                                  |                 |
| I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of: |                 |
| _____<br>(Signature of immigration officer)                                                                                                                                                                                                                                                                                       |                 |
| _____<br>(Title of immigration officer)                                                                                                                                                                                                                                                                                           |                 |
| _____<br>(Date and office location)                                                                                                                                                                                                                                                                                               |                 |

## Appendix C

### Federal Search and Seizure Warrant (Form AO 93)

AO 93 (Rev. 11/13) Search and Seizure Warrant

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UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of \_\_\_\_\_ )  
(Briefly describe the property to be searched )  
or identify the person by name and address ) Case No. \_\_\_\_\_  
)  
)  
)

**SEARCH AND SEIZURE WARRANT**

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the \_\_\_\_\_ District of \_\_\_\_\_  
(identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (identify the person or describe the property to be seized):

**YOU ARE COMMANDED** to execute this warrant on or before \_\_\_\_\_ (not to exceed 14 days)  
' in the daytime 6:00 a.m. to 10:00 p.m. ' at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to \_\_\_\_\_  
(United States Magistrate Judge)

' Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box)  
' for \_\_\_\_\_ days (not to exceed 30) ' until, the facts justifying, the later specific date of \_\_\_\_\_.

Date and time issued: \_\_\_\_\_  
City and state: \_\_\_\_\_

\_\_\_\_\_  
Judge's signature

\_\_\_\_\_  
Printed name and title

## Appendix D

### Federal Arrest Warrant (Form AO 442)

AO 442 (Rev. 11/11) Arrest Warrant

#### UNITED STATES DISTRICT COURT

for the

United States of America

v.

Case No.

*Defendant*

#### ARREST WARRANT

To: Any authorized law enforcement officer

**YOU ARE COMMANDED** to arrest and bring before a United States magistrate judge without unnecessary delay  
(name of person to be arrested) \_\_\_\_\_,  
who is accused of an offense or violation based on the following document filed with the court:

☐ Indictment    ☐ Superseding Indictment    ☐ Information    ☐ Superseding Information    ☐ Complaint  
☐ Probation Violation Petition    ☐ Supervised Release Violation Petition    ☐ Violation Notice    ☐ Order of the Court

This offense is briefly described as follows:

Date: \_\_\_\_\_

*Issuing officer's signature*

City and state: \_\_\_\_\_

*Printed name and title*

#### Return

This warrant was received on (date) \_\_\_\_\_, and the person was arrested on (date) \_\_\_\_\_  
at (city and state) \_\_\_\_\_.

Date: \_\_\_\_\_

*Arresting officer's signature*

*Printed name and title*

# Appendix E

## Department of Homeland Security Immigration Enforcement Subpoena (Form I-138)

|                                                                          |                                                                                                                                                            |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. To (Name, Address, City, State, Zip Code)                             | DEPARTMENT OF HOMELAND SECURITY<br><b>IMMIGRATION ENFORCEMENT<br/>SUBPOENA</b><br>to Appear and/or Produce Records<br>8 U.S.C. § 1225(d), 8 C.F.R. § 287.4 |
| Subpoena Number                                                          |                                                                                                                                                            |
| 2. In Reference To                                                       |                                                                                                                                                            |
| <div>(Title of Proceeding)</div> <div>(File Number, if Applicable)</div> |                                                                                                                                                            |

By the service of this subpoena upon you, **YOU ARE HEREBY SUMMONED AND REQUIRED TO:**

(A) ☐ **APPEAR** before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.

(B) ☒ **PRODUCE** the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.

Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).

|                                                                          |                                                                                 |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 3. (A) CBP, ICE or USCIS Official before whom you are required to appear | (B) Date                                                                        |
| Name                                                                     |                                                                                 |
| Title                                                                    |                                                                                 |
| Address                                                                  | (C) Time <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m. |
| Telephone Number                                                         |                                                                                 |

4. Records required to be produced for inspection



If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.

|                        |
|------------------------|
| 5. Authorized Official |
| (Signature)            |
| (Printed Name)         |
| (Title)                |
| (Date)                 |

## Appendix F

### Federal Judicial Subpoena (Form AO 88B)

AO 88B (Rev. 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

# UNITED STATES DISTRICT COURT

for the

\_\_\_\_\_  
Plaintiff

v.

\_\_\_\_\_  
Defendant

)  
)  
) Civil Action No.  
)  
)  
)

## SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION

To: \_\_\_\_\_

(Name of person to whom this subpoena is directed)

**Production:** **YOU ARE COMMANDED** to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

|        |                |
|--------|----------------|
| Place: | Date and Time: |
|--------|----------------|

**Inspection of Premises:** **YOU ARE COMMANDED** to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

|        |                |
|--------|----------------|
| Place: | Date and Time: |
|--------|----------------|

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date: \_\_\_\_\_

CLERK OF COURT

OR

\_\_\_\_\_  
Signature of Clerk or Deputy Clerk

\_\_\_\_\_  
Attorney's signature

The name, address, e-mail address, and telephone number of the attorney representing (name of party) \_\_\_\_\_, who issues or requests this subpoena, are:

### Notice to the person who issues or requests this subpoena

If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).

## Appendix G

### Notice to Appear Form (Form I-862)

| U.S. Department of Homeland Security                                                                                                                               | Notice to Appear             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>In removal proceedings under section 240 of the Immigration and Nationality Act</b>                                                                             |                              |
| File No: _____                                                                                                                                                     |                              |
| In the Matter of:                                                                                                                                                  |                              |
| Respondent: _____ currently residing at:                                                                                                                           |                              |
| (Number, street, city, state and ZIP code)                                                                                                                         | (Area code and phone number) |
| <input type="checkbox"/> 1. You are an arriving alien.                                                                                                             |                              |
| <input type="checkbox"/> 2. You are an alien present in the United States who has not been admitted or paroled.                                                    |                              |
| <input type="checkbox"/> 3. You have been admitted to the United States, but are deportable for the reasons stated below:                                          |                              |
| The Department of Homeland Security alleges that you:                                                                                                              |                              |
| SAMPLE                                                                                                                                                             |                              |
| On the basis of the foregoing, it is charged that you are subject to removal from the United States pursuant to the following provision(s) of law:                 |                              |
| <input type="checkbox"/> This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution.        |                              |
| <input type="checkbox"/> Section 235(b)(1) order was vacated pursuant to : <input type="checkbox"/> 8 CFR208.30(f)(2) <input type="checkbox"/> 8CFR235.3(b)(5)(iv) |                              |
| YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice at: _____                                                         |                              |
| (Complete Address of Immigration Court, Including Room Number, if any)                                                                                             |                              |
| on _____ at _____ to show why you should not be removed from the United States based on the                                                                        |                              |
| (Date)                                                                                                                                                             | (Time)                       |
| charge(s) set forth above.                                                                                                                                         |                              |
| _____<br>(Signature and Title of Issuing Officer)                                                                                                                  |                              |
| Date: _____                                                                                                                                                        | _____<br>(City and State)    |
| <b>See reverse for important information</b>                                                                                                                       |                              |
| Form I-862 (Rev. 08/01/07)                                                                                                                                         |                              |