

Federal Immigration Officers on Campus?

HERE'S WHAT TO DO:

General Guidelines

For more details visit: smc.edu/immigrationresponse



- Remain calm. Do not jump to conclusions.
- Do not engage in casual conversation with federal officers, provide false information, or block their access.
- Follow guidelines + have Campus Counsel's letter ready to hand over.
[See "[Letter re. Federal Process](#)" online at smc.edu/immigrationresponse]. It outlines the college's protocol & minimizes your involvement.
- Remember we are not allowed to disclose information about students without their written consent—even to federal authorities. *Stick to the protocol shown here to ensure student and employee rights are being protected—and leave the rest to Campus Counsel & the Santa Monica College Police Department (SMCPD).*

If Approached by an ICE Officer on Campus, Stay Calm &...

- As with any other visitor, ask how you can help. This will provide context.
- If the person tells you they are enforcing federal law, hand them [the letter from Campus Counsel](#). Tell them it is not within your job duties to respond & you will need to contact appropriate College officials.

If the officer tells you not to leave, ask if you are being detained:

- If they say yes, do not leave. Since you are being detained, you have the right to exercise your Fifth Amendment right to say nothing further.
- If you see a co-worker being detained, send an email to ice-notification@smc.edu and call SMCPD at 310-434-4300 (or ext. 4300 from an on-campus phone).

Don't Forget! Take notes ASAP, then complete the "[Report of Non-SMC Law Enforcement Contact](#)" form.

Classified Employees

If Allowed to Leave—Find a Manager and:

- Email ice-notification@smc.edu with the following one-sentence message: "Federal officers from *[insert if known]* are in *[Insert Building]*, *[Insert Room Number]*".
- Call SMCPD at 310-434-4300 (or ext. 4300 from an on-campus phone) and provide the same information.
- Brief your supervisor and do not return to your work area until federal officers have left.

Faculty

For faculty in the classroom, if Allowed to Leave, Step Outside Your Classroom and:

- Email ice-notification@smc.edu with the following one-sentence message: "Federal officers from *[insert if known]* are in *[Insert Building]*, *[Insert Room Number]*".
- Call SMCPD at 310-434-4300 (ext. 4300 from an on-campus phone) & provide the same information.
- Wait for Campus Police to arrive. Brief them.
- Follow the guidance of Campus Police & Campus Counsel.

For faculty not in the classroom, follow the above steps, but proceed to the nearest administrator's office.

Managers

If the employee in your area has called SMCPD at 310-434-4300 (ext. 4300 from an on-campus phone) and briefed you, do the following:

- Wait for SMCPD to arrive
- Call Campus Counsel via cell or 310-434-4200
- Follow the guidance of Campus Counsel and/or SMCPD