

# WHAT TO DO If Approached by an ICE Officer

STEP

1

## Stay Calm & Professional

Remain respectful and composed. If approached by an ICE officer, inform them that you must follow the college's protocol for such requests.

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## Do Not Share Information

Do not provide any student details, including enrollment status, class schedules, or personal information. All requests for student information must go through the Office of the College President.

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## Refer the Officer to the College President

Politely state, "All student information requests must go through the Office of the College President. I can guide you there." If in a classroom, call the **President's Office at ext. 3223**. For evening or weekend classes, call **AHC Campus Safety at ext. 3911 or 805-347-7557** to locate the college president or a designee.

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## Let the Office of the College President Handle It

The Office of the College President will review the request and consult legal counsel to determine the appropriate response. If a valid court order, subpoena, or warrant is presented, the college's legal counsel will advise on compliance.

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## Maintain Confidentiality

Do not discuss the officer's visit with anyone other than personnel in the Office of the College President. Student records are protected under FERPA and California state law.

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## Document the Interaction

If requested, provide a summary including the date, time, location, and details of the interaction. Submit this report to the Office of the College President for record-keeping.

Following this protocol ensures compliance with college policy, state and federal law, and protects student rights.

