

# GUIDE FOR EMPLOYEES



**SJECCD.EDU**



SAN JOSÉ · EVERGREEN  
Community College District

## IMMIGRATION ENFORCEMENT

IF YOU ARE APPROACHED BY SOMEONE ASKING FOR INFORMATION ABOUT A STUDENT OR EMPLOYEE OR SEEKING ACCESS TO NON-PUBLIC AREAS OF CAMPUS:

- The District will share information about students and employees with law enforcement or immigration officers only when legally required to do so. Before sharing any information, including identifying students enrolled in a course, please contact District Police Services at 408-270-6468. Police services will contact the appropriate District or College administrator and dispatch an officer to your location.
- Ask the individual who they are and what agency they represent. If they say immigration or any law enforcement agency, obtain their name, title, and badge number.
- Be polite and professional. Do not lie to immigration or law enforcement officers or agents and do not physically interfere with their activities, even if they appear to be acting outside of their authority.



# IMMIGRATION ENFORCEMENT

## YOU CAN SAY:

“*State law and our district procedures require me to contact the District office to address any inquires from immigration officers.*

*I will need to connect you with the Office of the Chancellor.*

Once you call Police Services, you may remain in the vicinity of the immigration officer and take notes on what you observe. You may return to work if an employee other than you has been designated to document the interaction.

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SCAN FOR  
MORE INFO

