

Immigration

Employee Protocols for Immigration and Customs Enforcement (ICE) on Campus

1.) Remain Calm and Professional

Maintain a calm and professional demeanor if approached by an ICE officer. Inform the officer that you are required to follow the college's protocol for such requests.

2.) Do Not Disclose Information

Do not provide any student information, such as enrollment status, class schedules, or personal details.

Inform the officer that "per college procedures, they are required to notify the President's Office/Chancellor's Office."

3.) Guide the Officer to the Office of the President

Escort the officer to the President's Office/Chancellor's Office stating, "I will guide you to the appropriate office." If you are at the Sunnyvale Center, escort the officer to the Vice President's Office.

If after hours, call the Foothill College President at 650-949-7200 or De Anza College President at 408-864-8705, and call the Foothill-De Anza Police Department, 650-949-7313, press 1 for non-emergencies. They will find the college president or a designee to respond.

4.) Allow the Office of the President to Handle the Request

The President will consult with the Chancellor, who will seek legal counsel to determine the appropriate response. Foothill-De Anza Community College District's legal counsel advises on compliance with valid court orders, subpoenas, and/or warrants.

5.) Maintain Confidentiality

Do not share personal information or confidential details about students or employees with anyone other than personnel in the Office of the President/Office of the Chancellor.

Student information is protected under the Family Educational Rights and Privacy Act (FERPA) and California state law.

The Chancellor or his designee will notify our college communities about ICE activity as appropriate.

6.) Documentation

The President(s)/Chancellor may request you write a summary of the interaction with ICE. Include the date, time, location, and a summary of what occurred. Submit this summary to the President(s)/Chancellor for record-keeping.

Support for Employees and Students

We encourage anyone who is impacted to connect with these support organizations, legal information and referrals:

- [Immigration Institute of the Bay Area](#)
- IIBA Know your Rights recorded webinar – iibayarea.org/resources
- [Amigos de Guadalupe](#): Rapid Response Network (RRN) & Immigration Legal Services
- 24/7 HOTLINE (408) 290-1144 to report ICE activity in our county and receive help in real time

- Rapid Response Network to report ICE activity – <https://www.ccijustice.org/carrn>
- Red Cards – <https://www.ilrc.org/red-cards-tarjetas-rojas>
- Family Preparedness Plans – <https://www.ilrc.org/resources/step-step-family-preparedness-plan>

Santa Clara County

- [One County, One Future](#)
- [Rapid Response Network](#)
- [Office of Immigrant Relations](#)

Foothill-De Anza Community College District Police

Campus Police will protect your rights and do not inquire about immigration status or collaborate with ICE for immigration enforcement (*California [Senate Bill 54](#) and [Assembly Bill 21](#)*).

- Foothill College Campus Police – (650) 949-7313, press 1 (non-emergency line)
- De Anza College Campus Police Substation – (650) 949-7313, press 1 (non-emergency line)
- Foothill College Police /De Anza College Police – (408) 924-8000 (emergency line)

Student Mental Health and Wellness Support

[De Anza College](#)

[Foothill College](#)

Foothill and De Anza Student Services Support Pages

[De Anza College](#)

[Foothill College](#)

