



RESPONDING TO AN ICE/LAW ENFORCEMENT VISIT

Standard Operating Procedure – Responding to Law Enforcement Inquiries including ICE Resolution No. 171-10A1 – Undocumented, Unafraid and United Students Resolution

This protocol applies to federal immigration officials and other non-SFUSD/SF County Sheriff Department law enforcement inquiries.

If an officer/agent arrives to the school campus during the school day:

- Escort the officer to the front office and inform the officer: *I will notify my administrator that you are here. I am not authorized to respond to your request.*
- Do not provide the officer with information about students or families, or provide any access to campus except to the front office.
- Inform the site administrator who will get clarification about the purpose of the officer's visit and contact the District's Legal Department at (415) 241-6054.

If the officer/agent refuses to cooperate with you:

- Inform the officer: *The District protocol is for me to notify my site administrator and ask you to wait in the main office.*
- Attempt to safely obtain the officer's name, Badge Number, supervisor's name and phone number, and the purpose of the visit.
- Do not give permission to access campus, but do not impede the officer.
- You may say: *You do not have consent to come onto campus. Your presence would disrupt the learning environment and disturb the peace. Please sign in at the front desk and my administrator will determine the next steps.*

Informing the family/community about an ICE visit

- Defer to your administrator before issuing an alert to the community. It is important to ensure that an accurate, consistent message is issued. If the officer is looking for a student or their family member, the site administrator will determine caregiver notification.

If the officer/agent shows up at an event before 8:00AM or after 5:00PM:

- Notify your site administrator.
- If a site administrator is not on site, contact the SF Rapid Response Network 24 Hour Hotline at (415) 200-1548. The network may send a responder to your site or send an attorney to the site.
- Notify your site administrator and contact the student's caregiver to inform them of the visit. Feel free to offer legal referrals, but do not provide advice.