

SCHOOL SITE NOTIFICATION CHECKLIST

Responsibilities of School Administrator/Designee

IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) REQUESTS ACCESS TO SCHOOL SITE

A School Administrator/Designee must complete the following tasks if ICE agents or other federal immigration officials come on campus for any reason:

- ☐ 1. **IMMEDIATELY NOTIFY**
 - ☐ Region Administrator of Operations (Region AOO) 818-746-0387
 - ☐ Los Angeles School Police Department (LASPD) Watch Commander (213) 625-6631
- ☐ 2. **REQUEST THE NAME AND BADGE NUMBER** of the ICE agent or federal immigration official or designee, phone number of the agent's supervisor and purpose of the visit
- ☐ 3. **OBTAIN ANY DOCUMENTATION FROM THE AGENT** (e.g., subpoena; search warrant) make copies of the documentation and send to Region Administrator of Operations who will forward to the Office of the General Counsel
- ☐ 4. **ADVISE THE AGENT** that prior to proceeding with their request, and absent exigent circumstances, notifications and direction from specific District offices must take place
- ☐ 5. **WAIT FOR FURTHER DIRECTION AND ADVICE** from the Region Administrator of Operations to appropriately respond to the ICE agent request
- ☐ 6. **ACTIVATE THE SCHOOL SITE CRISIS TEAM** as needed (Attachment C)
- ☐ 7. **CREATE ISTAR INCIDENT REPORT**, as soon as practicable: Indicate incident type as on or off campus activity. In the Issue Type tab, select Law Enforcement Activity, sub-category *Immigration and Customs Enforcement (ICE) Inquiry/Investigation*
- ☐ 8. **OBTAIN ADDITIONAL GUIDANCE FROM REGION AOO** on any necessary notification to parents/ caregiver of the student who may be the focus of the ICE inquiry

ICE RUMORED OR VERIFIED IN COMMUNITY

If ICE agents or other federal immigration officials/designee are rumored or verified to be in the community, and this information may have an impact on school operations or students attending school, the School Administrator/Designee shall do the following:

- ☐ 1. **IMMEDIATELY NOTIFY YOUR REGION ADMINISTRATOR OF OPERATIONS** 818-746-0387 for further guidance and direction

Exigent Circumstances

Include, but are not limited to:

- National security/terrorism
- Imminent risk of death, violence, or physical harm to any person
- Fresh pursuit of dangerous felon
- Protection of evidence in a criminal case

NOTE:

Should an agent declare that exigent circumstances exist and demand immediate access to the campus, administrators should comply with the order of ICE or federal immigration official and immediately contact the Region AOO and LASPD Watch Commander.