



SAN FRANCISCO STATE UNIVERSITY

TO: Students, Faculty and Staff

FROM: SF State Administration

DATE: February 3, 2025

RE: KNOW YOUR RIGHTS - RESPONSE TO IMMIGRATION ENFORCEMENT ACTIONS

Our students and employees remain our #1 priority at SF State and we will continue to ensure the safety and well-being of every member of our campus community. In our ongoing efforts to support you and the campus amid growing concerns about the possibility of immigration enforcement actions that may occur at SF State, **we need for you to know your rights and to be prepared to respond.**

Remember, SF State is a public university, and many spaces are open to the general public, including open to federal immigration enforcement officers. We cannot prohibit them from accessing the public spaces.

SF State is not required to affirmatively assist federal immigration authorities or grant permission to enter nonpublic areas of the university when officers do not have a judicial warrant or court order to enter.

Nonpublic areas of the university also include administrative or faculty offices, classrooms while classes are in session, locker rooms, research laboratories, kitchens and food preparation areas, maintenance areas, storage facilities, and physical plant operations.

If an immigration officer asks you to enter nonpublic areas of the campus or requests information or documents from you about another individual, **PLEASE follow the protocol below.**

DO:

- 1. Remain calm and do not panic.**
- Let the immigration enforcement officer know that you will contact UPD to assist them.
Immediately call UPD at 415-338-2222 to speak to the on-call police manager who can direct you on next steps or who can speak to the immigration enforcement officer.
- 3. Notify your supervisor who can take over or join you until UPD arrives.**
If your supervisor is not available, continue to remain calm and wait until UPD can speak to the immigration officer to verify the immigration enforcement documents. Note that we are not authorized to provide the immigration officers with access to nonpublic areas of the campus.
- If the officer declares that urgent circumstances exist and demands immediate access, ask the officer for their name, identification number and agency affiliation and record that information; THEN, inform the officer that you are not obstructing their process, but the designated campus official must review the documentation presented.

DO NOT:

- 1. Accept a warrant, court order or other legal documents from any immigration enforcement officer.**
- 2. Disclose or discuss personal information about any campus member.**
- 3. Engage in physical confrontation or interference.**

Suggested Response to Immigration Officer's Request while waiting for UPD to arrive.

ICE: "We are investigating a crime. Can you help us identify this person?" or "Is [name] here? We just need them to step into the hallway to talk to them."

Staff: "I am not allowed to answer any questions nor am I allowed to accept any documents. Only the Campus Designee can do so. If you cannot wait for UPD to arrive, please leave your contact information."

If an immigration enforcement officer decides to act or leave before UPD can join you at your location, remember to document the incident. **Immediately after an enforcement action has concluded**, supervisors should document as much information as possible, including:

- *Date of enforcement action.*
- *Time action began and ended.*
- *Describe the enforcement action.*

How many agents?

What agency conducted the action (i.e., ICE, local police or state police)?

Names and/or badge numbers of the agents:

How did their uniforms identify them?

Why did they say they were there?

Did the agents try to present a warrant?

If so, what did you say?

If so, please describe the warrant:

- *What was the date of the warrant?*
- *What items or persons were the subjects of the search?*
- *What areas were identified to be searched?*
- *Which judge signed the warrant?*
- *Did you allow the agents entry based on a judicial warrant?*

If so, did you or another staff member accompany them on their search? Who? •

Did the agents stay within the areas they were authorized to search by the warrant? If not, what other areas did they enter? Did they look in closed closets, cabinets, or drawers? Did they ask permission first?

Did they keep anyone from moving around freely? Who?

Did they arrest anyone? Who? Did they seize any items? What?

Did they take pictures of documents? If so, whose? How did they get the documents?

Did they take fingerprints? If so, whose?

Did the agents have guns drawn or were they touching their weapons?

Is there anything else to add about the enforcement action?

It is critical for UPD to act based on facts. The information above can assist UPD in immediately responding to these actions and can also reduce misinformation and avoid confusion. We urge you to immediately report what you hear to UPD or the campus Designees below.

SFSU Designees

- For students, the designated contact is Dr. Jamillah Moore, Vice President for Student Affairs & Enrollment Management or Dr. Frederick Smith, Associate Vice President for Equity, Community, and Inclusion at 415-338-2032 or vpsaem@sfsu.edu.
- For employees, the designated contact is Dr. Ingrid Williams, Sr. Associate Vice President for Human Resources, icwilliams@sfsu.edu at 415-338-1872.

At this time, SF State has no confirmed cases that immigration enforcement agents were on campus. Circulating rumors on campus or on social media generates fear and we want to prevent unnecessary anxiety for members of our campus.

KNOW YOUR RIGHTS and BE PREPARED TO RESPOND. It is also important to know that federal law prohibits you from hiding evidence, concealing or hiding individuals who are the subjects of law enforcement activity, or interfering with an arrest. Never put yourself in physical danger.

For more information, please visit <https://hr.sfsu.edu/immigration-related-information-and-resources>.