

SAN DIEGO
CITY COLLEGE

YOU BELONG HERE!

**Immigration and Customs Enforcement (ICE)
Response Protocol**

April 2026

SAN DIEGO CITY COLLEGE MISSION

San Diego City College welcomes and inspires every student to identify and pursue their community, personal, educational, and professional goals. We prioritize accessibility, equity, and social justice through student-centered support services and educational opportunities for global learning. We offer general education, associate and bachelor's degrees, transfer pathways, certificates, and career technical education for personal enrichment and economic mobility.

In alignment with this mission, San Diego City College and the San Diego Community College District are committed to maintaining a safe, inclusive, and supportive learning environment for all students and employees, regardless of immigration status. **The college and district do not participate in Immigration and Customs Enforcement (ICE) activities, consistent with District policy and California law, and remain steadfast in protecting the rights, dignity, and well-being of our campus community.**

This protocol provides clear, step-by-step guidance for employees in the event of immigration enforcement activity affecting our campus or community. It is designed to ensure a coordinated, legally compliant, and trauma-informed response by outlining notification procedures, communication expectations, roles and responsibilities, and post-incident support processes. Through this approach, the college seeks to reduce confusion, prevent the spread of misinformation, and ensure a consistent response grounded in our shared commitment to equity, safety, and inclusion.

1. NOTIFY IMMEDIATELY

If you become aware that immigration enforcement activity is happening on or near campus, notify one of the following offices immediately:

SDCCD Chancellor's Office

619.388.6957

chancellor@sdccd.edu

SDCCD General Counsel

619.388.6589

lkostic@sdccd.edu

SDCCD Police

619.388.6405

Methods to Contact Police

- **Cell Phone:** 619.388.6405
- **Campus Phone (VOIP):** 619.388.6405 (if power and network functioning)
- **Emergency Call Boxes:** Hardwired phones in classrooms and select areas
- **SDCCDSafe App**

Campus Leadership

Title	Name	Phone	Email	Building	Location
President	Ricky Shabazz	619.388.3453	rshabazz@sdccd.edu	A	A-322
VP, Student Services	Marciano Perez	619.388.3464	mperez@sdccd.edu	A	A-222
VP, Instruction	Tillie Chavez	619.388.3523	mchavez001@sdccd.edu	A	A-222
VP, Admin Services	Roxann Solis	619.388.3430	rsolis@sdccd.edu	T	T-160
Information Officer	Cesar Gumapas	619.388.3911	cgumapas@sdccd.edu	A	A-324
Dean	Genevieve Esguerra	619.388.3924	gesguerr@sdccd.edu	A	A-222
Dean	Andy MacNeill	619.388.4360	amacneil@sdccd.edu	AH	AH-519A
Dean	Susan Murray	619.388.4005	smurray001@sdccd.edu	BT	BT-313
Dean	Jesse Lopez	619.388.3845	jlopez006@sdccd.edu	BT	BT-215C
Dean	Adan Sanchez	619.388.3981	asanchez003@sdccd.edu	M	M-200
Dean	Manuel Velez	619.388.2375	mvelez@sdccd.edu	MS	MS-551
Dean	Aaron Detty	619.388.3706	adetty@sdccd.edu	P	P-201
Dean	Claudia Diaz Carrasco	619.388.8719	cdiazcarrasco@sdccd.edu	S	S-111
Dean	Robbi Ewell	619.388.3845	rewell@sdccd.edu	T	T-231
Associate Dean	Dee Armstrong	619.388.3762	darmstro@sdccd.edu	V	V-112C
Associate Dean	Sasha Knox	619.388.4335	sknox@sdccd.edu	BT	BT-215
Director	Bernice Lorenzo	619.388.3132	blorenzo@sdccd.edu	A	A-366U
Director	Dora Meza	619.388.3475	dmeza@sdccd.edu	A	A-241
Director	Wendy Wang	619.388.3788	wwang001@sdccd.edu	A	A-270
Director	Liz Vargas	619.388.3394	evargas@sdccd.edu	A	A-213
Director	Mireya Gutierrez-Aguero	619.388.3246	mgutierrezaguero@sdccd.edu	A	A-354
Director	Clarissa Padilla	619.388.3979	cpadilla@sdccd.edu	A	A-250
Director	Erin Flanagan	619.388.8747	eflanaga@sdccd.edu	MS	MS-151
Director	Jay Pumell	619.388.4033	jpurnell@sdccd.edu	T	T-160

Building Captains

Building	Location	Title	Name	Phone	Email
A	A-366U	Director	Bernice Lorenzo	619.388.3132	blorenzo@sdccd.edu
A	A-241	Director	Dora Meza	619.388.3470	dmeza@sdccd.edu
A	A-270	Director	Wendy Wang	619.388.3788	wwang001@sdccd.edu
A	A-213	Director	Liz Vargas	619.388.3394	evargas@sdccd.edu
A	A-354	Director	Mireya Gutierrez-Aguero	619.388.3246	mgutierrezaguero@sdccd.edu
A	A-250	Director	Clarissa Padilla	619.388.3979	cpadilla@sdccd.edu
AH	AH-519A	Dean	Andy MacNeill	619.388.4360	amacneil@sdccd.edu
BT	BT-313	Dean	Susan Murray	619.388.4005	smurray001@sdccd.edu
BT	BT-215C	Dean	Jesse Lopez	619.388.3845	jlopez006@sdccd.edu
BT	BT-215	Associate Dean	Sasha Knox	619.388.4335	sknox@sdccd.edu
D	Bookstore	Supervisor	Sol Madrid	619.388.3976	smadrid@sdccd.edu
L	L-116	URC Coordinator	Magaly Corro Flores	619.388.4595	mcorroflores@sdccd.edu
M	M-200	Dean	Adan Sanchez	619.388.3981	asanchez003@sdccd.edu
MS	MS-551	Dean	Manuel Velez	619.388.2375	mvelez@sdccd.edu
MS	MS-151	Director	Erin Flanagan	619.388.8747	eflanaga@sdccd.edu
P	P-201	Dean	Aaron Detty	619.388.3706	adetty@sdccd.edu
R	R-202D	Supervisor	Daniel Gonzalez	619.388.3322	dgonzale@sdccd.edu
S	S-111	Dean	Claudia Diaz Carrasco	619.388.8719	cdiazcarrasco@sdccd.edu
T	T-231	Dean	Robbi Ewell	619.388.3845	rewell@sdccd.edu
T	T-160	Director	Jay Pumell	619.388.4033	jpurnell@sdccd.edu
V	V-112C	Associate Dean	Dee Armstrong	619.388.3762	darmstro@sdccd.edu

2. COMMUNICATION PROTOCOLS

Official Alerts

SDCCD Alerts are sent by email and text to individuals with current contact information in the District's emergency notification system.

If immigration enforcement activity is confirmed, individuals will receive a message stating: "SDCCD Alert: Immigration enforcement activity is occurring at San Diego City College. Follow recommended steps at sdccd.edu/immigration-resources."

When activity concludes, a follow-up message will state: "SDCCD Alert: UPDATE: Immigration enforcement agents are no longer on campus. Visit sdccd.edu/immigration-resources for support."

RAVE is the official and primary communication tool. Ensure your information on how you would like to receive emergency information is current in the mySDCCD Portal.

3. ENCOURAGE

If ICE is on campus:

- Encourage students to remain in their classroom.
- Encourage students to move to a private office of a trusted individual if appropriate.
- Do what makes you and your students feel safe (lock and secure door).
- Remain calm and continue instruction if possible.
- Notify college police and campus leadership.

4. WITNESS & DOCUMENT

If you feel comfortable and when it is safe:

- You may stand by as a witness. Keep a safe distance; recommended 10 feet or more.
- You are legally entitled to record enforcement activity on your cellphone as long as you do not directly interfere.
- Share any recordings or documentation with the College Information Officer: Cesar Gumapas, cgumapas@sdccd.edu.
- Avoid obstructing officers or escalating the situation.
- Film horizontally, try to keep the phone still.
- Record all the way through.
- Focus on the agent, not the person being detained.
- Verbally repeat agents' orders.

- Actively document yourself and others complying.
- Write down any details you can remember after the incident.
- Do not edit the video. Documentation is for loved ones, legal aid, and the Public Information Officer, not for social media.

If stopped or detained:

- You have the right to ask why.
- Ask if you are free to go. If they say yes, calmly leave.
- You have the right to remain silent and request a lawyer, regardless of immigration status.
- You have the right to refuse consent to a search without probable cause or reasonable suspicion. Clearly say, "I do not consent to a search."

After an ICE encounter:

- Write down everything you remember, including what the officer's uniform looked like, badge and patrol car numbers, behavior, and the name of the agency they work for.
- Get the witnesses' contact information.
- Take photographs of any injuries.
- Contact the Public Information Officer and the Undocumented Resource Center to share documentation and obtain resources.

5. RESPOND IF ASKED

If approached by immigration enforcement officers, use the approved script:

"I am not authorized to speak with you, answer your questions, or provide access to any people or facilities per SDCCD policy. Only the District Chancellor and General Counsel have authority to assist you. You may contact the Chancellor or General Counsel at 3375 Camino del Rio South, Suite 300 or 330, San Diego, CA 92108, 619.388.6957 or 619.388.6589."

If approached by immigration enforcement officers, employees should NOT:

- Provide access to facilities.
- Release student or employee records.
- Confirm whether a student is enrolled.
- Give consent to enter non-public areas.
- Physically interfere with officers.

If presented with a warrant or subpoena:

- Do not act independently.
- Immediately contact General Counsel.
- Await legal review.

RESOURCES

District Policy References:

- Administrative Procedure 3415 – Non-Participation in Immigration Enforcement Activities
- Immigration Status Security
- FERPA (Family Educational Rights and Privacy Act)

Immigration Resources:

- <https://www.sdcity.edu/about/leadership/student-services/dreamer.aspx>

This information is current as of July 1, 2025. Changes to laws and regulations may affect the instructions provided.

The San Diego Community College District is committed to a safe and equitable learning environment for all students and employees. It does not discriminate on the basis of sex or gender in its educational programs and employment.



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Responding to ICE on campus Immigration and Customs Enforcement

1.

NOTIFY one of the following offices if you become aware that immigration enforcement is happening on campus:

SDCCD Chancellor's Office: (619) 388-6957, chancellor@sdccd.edu

SDCCD General Counsel: (619) 388-6589, lkostic@sdccd.edu

SDCCD Police: (619) 388-6405

2.

ENCOURAGE students to remain in their classroom or a private office of a trusted individual (if ICE is nearby).

3.

WITNESS

Stand by as a witness, if you feel comfortable doing so. You are legally entitled to use your cellphone to record enforcement activities as long as you do not directly interfere. Share video with your college information officer.

4.

RESPOND IF ASKED

"I am not authorized to speak with you, answer your questions, or provide access to any people or facilities per SDCCD policy. Only the District Chancellor and General Counsel have authority to assist you. You may contact the Chancellor or General Counsel at: 3375 Camino del Rio South, Suite 300 or 330 San Diego, CA 92108, (619) 388-6957 or (619) 388-6589."

- Do not give consent for them to enter facilities.
- Do not physically interfere with an officer and step aside if directed to.

STAY INFORMED

Find and share additional resources and current immigration enforcement guidance.



District Policies: Administrative Procedure 3415 – Non-Participation in Immigration Enforcement Activities; Immigration Status Security
This information is current as of July 1, 2025. Changes to laws and regulations may affect the instructions provided.