

SAN DIEGO COLLEGE OF CONTINUING EDUCATION / STUDENT SERVICES

Student Immigration Detention Reporting & Support Procedures

SDCCE Student Services | SIB Taskforce |

Purpose

Establish a clear, confidential process for faculty and staff to report concerns that an SDCCE student has been detained or may have been detained by immigration authorities on campus, near campus, or in the surrounding community. College leadership coordinates assessment, legal consultation, and student support; faculty and staff are not expected to investigate or manage a detention response.

If immigration enforcement activity is occurring now and presents an immediate campus safety concern, follow existing [District emergency procedures](#) and contact Campus Police or 911 as appropriate. Do not rely on email for emergency reporting.

This protocol establishes SDCCE's internal reporting and student-support coordination process in accordance with SDCCD Administrative Procedure 3415. It supplements, but does not replace, established District procedures governing immigration enforcement, emergency response, notification, and information disclosure.

For an actual or possible student detention that has already occurred, follow the steps below:

Step 1 | Report the concern promptly

Faculty or staff who become aware of an actual or possible student detention should promptly report the incident to the Vice President of Student Services (VPSS) or the SDCCE President using the approved channels below. Email or text the information below to SDCCEStudentSupportReports@sdccd.edu

- Student name and available contact information (if known)
- Date, approximate time, and general location of the reported incident
- Brief factual description and source of the information (e.g., eyewitness, family, student)
- Any immediate safety, access, or support needs

Do not investigate independently, attempt to confirm immigration status, or circulate student information in group email or public channels.

Step 2 | Leadership coordinates the response

- A primary Student Services response coordinator or trained backup monitors the email, acknowledges reports according to established response targets, and records the report securely.
- The coordinator promptly escalates reports to the VPSS or President as appropriate.
- The VPSS or President coordinates the college-level response, assesses any immediate safety concerns, and promptly refers applicable immigration-related matters to the District's Designated District Official (DDO) in accordance with AP 3415.
- Leadership consults District General Counsel and appropriate District offices regarding privacy, lawful information sharing, required notifications, and next steps.
- Any required emergency-contact notification is coordinated through authorized District personnel in accordance with District procedures and applicable privacy requirements.

- The VPSS or designee coordinates with the Immigrant Student Support Program (ISSP) and appropriate college departments to identify and facilitate available student support services.

Step 3 | Connect the student with available support

Depending on the circumstances and student preferences, designated staff may facilitate referrals to immigration legal service providers, counseling, basic-needs and available emergency assistance, academic continuity support, and vetted community partners. No particular legal service or financial benefit is guaranteed.

Step 4 | Document and follow up

VPSS or designee maintains a limited-access incident record, records referrals and follow-up actions, coordinates with appropriate offices, and provides the reporting employee only the information they are authorized to receive.