

**WALLA WALLA COMMUNITY COLLEGE  
KEEP WASHINGTON WORKING  
ADMINISTRATIVE POLICY 2020**

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**I. POLICY BACKGROUND/PURPOSE**

Walla Walla Community College (WWCC) strives to be a welcoming place for immigrants and refugees to study and work. The Washington State Legislature passed the Keep Washington Working Act (KWW) in 2019 to establish statewide practices regarding the enforcement of federal immigration laws by state and local agencies and provide improved support of the educational and economic opportunities for all Washingtonians, regardless of their immigration or citizenship status, or place of birth. Washington’s public schools, universities, and colleges are recognized as special institutions—and with good reason. These institutions have a legal and moral obligation to ensure that no one is denied the opportunity to succeed because of where they were born. This policy and corresponding procedure will protect the rights of all Washingtonians as they seek to learn and work to better their lives and the lives of all Washingtonians.

*This policy is adopted pursuant to the requirements of the Keep Washington Working Act, and limits “immigration enforcement to the fullest extent possible consistent with federal and state law . . . to ensure [Colleges and Universities] remain accessible to all Washington residents, regardless of immigration or citizenship status.” The policy provides clarity about WWCC’s role in ensuring educational opportunities for all individuals, while leaving immigration enforcement efforts to the federal government.*

**II. AUTHORITY**

RCW 43.10.310(2), Board Policy 1370.

**III. SCOPE OF POLICY**

This policy applies to all WWCC employees, students, and all school affiliated facilities, which include (but are not limited to) adjacent sidewalks, parking areas, sports facilities, and entrances and exits from said building spaces.

**IV. DEFINITIONS**

A. AUTHORIZED DESIGNEE – for the purposes of this policy, the following college representatives shall act as **authorized designees**, listed in contact priority order by campus:

1. Walla Walla Campus:
  - a. WWCC President
  - b. WWCC Vice President of Administrative Services
  - c. WWCC Vice President or Director of Human Resources
  - d. WWCC Vice President of Student Services
  - e. WWCC Director for Connection & Belonging
2. Clarkston Campus:
  - a. WWCC Dean of Clarkston Campus
  - b. WWCC President
  - c. WWCC Vice President of Administrative Services
  - d. WWCC Vice President or Director of Human Resources
  - e. WWCC Vice President of Student Services
  - f. WWCC Director for Connection & Belonging

- B. CIVIL IMMIGRATION WARRANT – any warrant for a violation of federal civil immigration law issued by a federal immigration authority. A civil immigration warrant includes, but is not limited to, administrative warrants entered in the national crime information center database, warrants issued on ICE Form I-200 (Warrant for Arrest of Alien), Form I-205 (ICE Administrative Warrant), or prior or subsequent versions of those forms, which are not court orders.
- C. COURT ORDER and JUDICIAL WARRANT – a directive issued by a judge or magistrate under the authority of Article III of the United States Constitution or Article IV of the Washington Constitution or otherwise authorized under the Revised Code of Washington. A court order includes, but is not limited to, judicially authorized warrants and judicially enforced subpoenas. Such orders, warrants, and subpoenas do not include civil immigration warrants, or other administrative orders, warrants or subpoenas that are not signed or enforced by a judge or magistrate as defined in this section.
- D. DE-IDENTIFIED – information that does not identify an individual and with respect to which there is no reasonable basis to believe that the information can be used to identify an individual.
- E. F-1 VISA – a United States (U.S.) visa for foreign national students who wish to attend educational institutions in the U.S., of these levels:
  - 1. Private elementary school (non-U.S. citizens are not allowed to attend U.S. public elementary schools on an F-1 visa);
  - 2. High school;
  - 3. Seminary;
  - 4. Conservatory;
  - 5. University and college; and
  - 6. Other institutions, such as a language training program.
- F. FEDERAL IMMIGRATION AUTHORITY – any on-duty officer, employee, or person otherwise paid by or acting as an agent of the United States Department of Homeland Security (DHS) including, but not limited to, its sub-agencies, Immigration and Customs Enforcement (ICE), Customs and Border Protection (CBP), United States Citizenship and Immigration Services (USCIS), and any present or future divisions thereof charged with immigration enforcement. Federal immigration authority includes, but is not limited to, the Enforcement & Removal Operations (ERO) and Homeland Security Investigations (HSI) of ICE, or any person or class of persons authorized to perform the functions of an immigration officer as defined in the Immigration and Nationality Act.
- G. IMMIGRATION or CITIZENSHIP STATUS – as such status as has been established to such individual under the Immigration and Nationality Act.
- H. J-1 VISA – the visa designated for students and exchange program participants who belong to: Au Pairs, Camp Counselor, Government Visitors, Interns, International Visitors, Interns, International Visitors, Physicians, Professors and Research Scholars, Short-term scholars, specialists in different areas, university students, secondary school students, teachers, trainees, work and travel participants. Those who come to the U.S. under this visa program cannot bring dependents to the U.S.

- I. LANGUAGE SERVICES – includes but is not limited to translation, interpretation, training, or classes.
  - 1. Translation means written communication from one language to another while preserving the intent and essential meaning of the original text.
  - 2. Interpretation means transfer of an oral communication from one language to another.
- J. LAW ENFORCEMENT AGENCY or LEA – any agency of the state of Washington (state) or any agency of a city, county, special district, or other political subdivision of the state (local) that is a “general authority Washington law enforcement agency,” as defined by RCW 10.93.020, or that is authorized to operate jails or maintain custody of individuals in jails; or to operate juvenile detention facilities or to maintain custody of individuals in juvenile detention facilities; or to monitor compliance with probation or parole conditions.
- K. LOCAL GOVERNMENT – any governmental entity other than the state, federal agencies, or an operating system established under chapter 43.52 RCW. Local Government includes, but is not limited to, cities, counties, school districts, and special purpose districts. It does not include sovereign tribal governments.
- L. NOTIFICATION REQUEST – a federal immigration authority’s request for affirmative notification from a state or local law enforcement agency of an individual’s release from the LEA’s custody. Notification request includes, but is not limited to, oral or written requests, including DHS Form I-247A, Form I-247N, or prior or subsequent versions of those forms.
- M. M-1 VISA – is designed for students enrolled in vocational and non-academic education, excluding language courses. This includes, but is not limited to, technical courses, cooking classes, flight school, cosmetology, etc.
- N. PERSONAL INFORMATION – names, date of birth, addresses, GPS [global positioning system] coordinates or location, telephone numbers, email addresses, social media handles or screen names, social security numbers, driver’s license numbers, parents’ or affiliates’ names, biometric data, or other personally identifiable information. Personal information does not include immigration or citizenship status.
- O. PUBLIC SCHOOLS or LOCAL EDUCATION AGENCY – any and all public elementary and secondary schools under the jurisdiction of local governing boards or a charter school board and all institutions of higher education as defined in RCW 28B.10.016.
- P. SENSITIVE LOCATION – refers to the 2011 U.S. Immigration and Customs Enforcement (ICE) and 2013 Customs and Border Enforcement (CBP) policies which categorize certain locations as sensitive locations that should generally be avoided for immigration enforcement purposes. Accordingly, sensitive location includes health facilities, places of worship, and schools.
- Q. SCHOOL RESOURCE OFFICER – a commissioned law enforcement officer in the state of Washington with sworn authority to uphold the law and assigned by the employing police department or sheriff’s office to work in schools to ensure school safety. By building relationships with students, school resource officers work alongside public school administrators and staff to help students make good choices. School resource officers are encouraged to focus on keeping students out of the criminal justice system when possible and

not impose criminal sanctions in matters that are more appropriately handled within the educational system.

R. STATE AGENCY – has the same meaning as provided in RCW 42.56.010.

## V. POLICY

### A. APPLICABILITY OF POLICIES RELATED TO IMMIGRATION ENFORCEMENT

1. WWCC adheres to all requirements of federal and state law.
2. The provisions of this policy shall apply to WWCC and all school facilities, which include (but are not limited to) adjacent sidewalks, parking areas, sports facilities, and entrances and exits from said building spaces.
3. WWCC's policies prohibiting participation or aid in immigration enforcement shall apply for enforcement activity against students and their families, staff, and volunteers.
4. WWCC personnel shall presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.

### B. ACCESS TO COLLEGE

1. WWCC does not exclude students from receiving an education or unlawfully discriminate against anyone because of their race, color, national origin, age, disability, gender identity, immigration or citizenship status, sex, creed, use of a trained dog guide or service animal by a person with a disability, sexual orientation, or on any other basis prohibited by federal, state, or local law.
2. WWCC shall ensure that all school staff and volunteers are aware of the rights of immigrant students to an education.
3. WWCC shall ensure that information reviewed to determine eligibility for in-state tuition or other benefits, and any reporting requirements, is limited only to the information necessary for residency determinations and in compliance with KWW and any other applicable state or federal laws.
4. WWCC shall separate all information on individuals with foreign student visa status (F, J and M visas) retained for the purpose of reporting to the Student Exchange and Visitor Information System (SEVIS)<sup>15</sup> as part of the Student and Exchange Visitor Program from general enrollment platforms or other directory information.

### C. IMMIGRATION ENFORCEMENT

1. WWCC does not grant permission for any person engaged, or intending to engage, in immigration enforcement, including surveillance, access to school grounds or their immediate vicinity. WWCC staff shall direct anyone engaging, or intending to engage, in immigration enforcement, including federal immigration authorities with official business that must be conducted on school grounds to the authorized designee prior to permitting entrance. WWCC staff shall presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.
2. If anyone attempts to engage in immigration enforcement on or near **WWCC** grounds, including requesting access to a student, employee, or school grounds:
  - a. Staff shall immediately alert and direct the person to the **authorized school designee** who shall verify and record the person's credentials (at least, badge

- number and name), record the names of all persons they intend to contact, collect the nature of their business at the school, request a copy of the court order or judicial warrant, and log the date and time and forward the request to the **President, authorized designee, or legal counsel** for review.
- b. Staff shall request that any person desiring to communicate with a student, enter school grounds, or conduct an arrest first produce a valid court order or judicial warrant.
  - c. **The President, authorized designee, or legal counsel** shall review the court order or judicial warrant for signature by a judge and validity. For **WWCC** to consider it valid, any court order or judicial warrant must state the purpose of the enforcement activity, identify the specific search location, name the specific person to whom access must be granted, include a current date, and be signed by a judge.
  - d. **The President, authorized designee, or legal counsel** shall review written authority signed by an appropriate level director of an officer's agency that permits them to enter **WWCC** property, for a specific purpose. If no written authority exists, **the President, authorized designee, or legal counsel** shall contact the appropriate level director for the officer's agency to confirm permission has been granted to enter **WWCC** property for the specific purpose identified.
  - e. Upon receipt and examination of the required information, the **President, authorized designee, or legal counsel** will determine whether access shall be allowed to contact or question the identified individual and shall communicate that decision to the **President, authorized designee, or legal counsel**.
  - f. If the requestor is seeking access or information regarding a student under 18 years old, the **President, authorized designee, or legal counsel** shall make a reasonable effort, to the extent allowed by FERPA, to notify the parent/guardian of any immigration enforcement concerning their student, including contact or interview.
3. **The President, authorized designee, or legal counsel** shall request the presence of a **WWCC** representative to be present during any interview. Access to information, records, or areas beyond that specified in the court order or judicial warrant shall be denied.

#### D. GATHERING IMMIGRATION RELATED INFORMATION

1. WWCC employees shall not inquire about, request, or collect any information about the immigration or citizenship status or place of birth of any person accessing services provided by, or in connection with the college. WWCC employees shall not seek or require information regarding or probative of any person's citizenship or immigration status where other information may be sufficient for WWCC's purposes. This does not prohibit residency officers or related employees from reviewing information from students or others on a voluntary basis in order to determine that a student is qualified for in-state tuition rates.
2. WWCC policies and procedures for gathering and handling student information during enrollment or other relevant periods shall be made available in writing to students and their guardian(s) at least once per school year in a manner that Limited English Proficient (LEP) individuals will understand.

3. If WWCC is required to collect and provide information related to a student's national origin (e.g., information regarding a student's birthplace, or date of first enrollment in a U.S. school) to satisfy certain federal reporting requirements for special programs, prior to collecting any such information or reporting it, WWCC shall (except with respect to reporting requirements necessary for compliance with the Student and Exchange Visitor Program):
  - a. If feasible, consult with legal counsel regarding its options, including alternatives to the specific program or documents accepted as adequate proof for the program;
  - b. Explain reporting requirements to the student and student's parent(s) and/or guardian(s), in their requested language, including possible immigration enforcement impact;
  - c. If moving forward with collection of information, receive and collect written consent from the student, if over the age of 18, or the student's parent(s) and/or guardian(s); and
  - d. Collect and maintain this information separately from the school/class enrollment process and student's records in order to avoid deterring enrollment of immigrants or their children.
4. When **WWCC** reviews information related to immigration status in order to make residency determinations, the residency officer's written confirmation that a student meets any applicable immigration status requirement shall be considered sufficient written evidence that a student meets the requirements of RCW 28B.15.012. All other documents used to prove student or other individual immigration status, aside from those independently required by law to be kept, shall be designated as transitory and disposed of in accordance with the **WWCC** records retention policy. Any **WWCC** staff maintaining said information in any other way shall report their retention procedure and basis to **the President, authorized designee, or legal counsel** prior to collecting the information.

#### E. RESPONDING TO REQUESTS FOR INFORMATION

1. WWCC employees shall not share, provide, or disclose personal information about any person for immigration enforcement purposes without a court order or judicial warrant requiring the information's disclosure or approval by an **authorized designee or legal counsel**, except as required by law.
2. WWCC employees shall immediately report receipt of any information request relating to immigration enforcement to **the President, authorized designee, or legal counsel** who shall document the request.
3. WWCC shall, to the extent allowed by FERPA or as otherwise advised by legal counsel, notify the student's parent(s) and/or guardian(s) of the request for information at the earliest extent possible.

#### F. USE OF SCHOOL RESOURCES

1. WWCC resources shall not be used to engage in, aid, or in any way assist, with immigration enforcement.

2. WWCC resources and policies regarding immigration enforcement shall be published and distributed to students and their parent(s) or guardian(s) on an annual basis. These resources shall include, at minimum:
- a. Information about accommodations for limited English proficiency, disability accommodations, special education programs (if applicable), and tuition assistance grant or loan programs that may be available regardless of immigration or citizenship status;
  - b. General information policies including the types of records maintained by WWCC, a list of the circumstances or conditions under which WWCC might release student information to outside people or entities, including limitations under FERPA and other relevant law;
  - c. Policies regarding the retention and destruction of personal information;
  - d. The process of establishing consent from students and their parent(s) or guardian(s), as permitted under federal and state law, prior to releasing a student's personal information for immigration enforcement purposes;
  - e. Name and contact information for WWCC's designated point of contact on immigration related matters; and
  - f. "Know Your Rights" resources and emergency preparedness forms to have completed in the event of a family separation.

<p><b>Policy Contact:</b> <u>Director for Connection &amp; Belonging</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Chad E. Hickox, President</u></p> <p><b>Date Originally Approved:</b> <u>February 4, 2025</u></p> <p><b>Last Reviewed/Revised on:</b> _____</p>
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