

NOTICE

TO ALL CITY EMPLOYEES WHO ARE NOT POLICE OFFICERS

Interaction with Federal Agents

The rules and tactics regarding the federal enforcement of immigration laws are quickly changing under the new administration. In these times, it is important to remain calm and continue to serve our community as we have always done -- with professionalism and pride.

The City Manager has issued the following directions:

If any federal agent--whether they are from ICE, FBI, or any other agency—contacts you during work hours and wants to enter a non-public area of a City facility, they will either (A) request your consent, or (B) force their way in.

A

If an agent requests your consent to enter a non-public area of a City facility, please follow these instructions:

- **DO NOT** consent to the agent entering any non-public area of a City facility.
- Tell the agent that you are not authorized to give them consent and they must speak to the City Attorney's Office.
- Write down their name, title, agency, and phone number.
- Make copies or take pictures of any warrants or other documents they will provide.
- **Immediately call the City Attorney's Staff Support Line at (916) 808-5111.** They will give you further instructions on how to proceed.

B

If an agent tries to force their way into a non-public area:

- **DO NOT** obstruct an agent from forcing their way in.
- **DO NOT** ignore or defy the agent's commands.
- **DO NOT** hide anything or anyone from the agents.
- **DO NOT** argue or negotiate.
- Immediately call the City Attorney's Staff Support Line.

Activity in public areas of City property

- **DO NOT** attempt to intervene or enforce policy directly.
- If possible, observe and report concerns to your supervisor or department head.
- Immediately call the City Attorney's Staff Support Line at (916) 808-5111.
 - The CAO will determine appropriate next steps based on the type of property and applicable rules, such as in parks or parking garages.