



Departmental Memorandum

Volume 25-5

To: All Police

From: Captain Clayton Buchanan, PSU

Katherine Lester, Chief of Police

Federal Immigration Assistance Response

07-17-2025

The purpose of this Memorandum is to provide guidance to department employees when responding to public reports of incidents, which may ultimately be identified as federal immigration enforcement actions.

The Sacramento Police Department (SPD) guiding principles are to maintain the peace ensuring officer and community safety, and to provide clear communication to reduce community confusion and fear.

A. Officer's Responsibilities

1. When responding to calls for service involving potential federal enforcement actions, officers shall:
 - a. Immediately request a supervisor to respond for "possible federal enforcement action" if one has not already been dispatched.
 - b. When encountering individuals engaged in apparent enforcement actions who are not readily identifiable as local, state, or federal law enforcement, attempt to verify the credentials of the on-scene supervisor or federal agent-in-charge and ensure it is captured on body-worn video.
 - (1) If the individuals are uncooperative, officers shall, from a safe distance, document all available information, including the number of personnel, descriptions of individuals, any visible agency markings, and vehicle descriptions and license plates. The officer shall immediately notify and relay this information to the appropriate supervisor.
2. Once it is determined that the incident is a federal enforcement action, the role of department personnel on scene is strictly limited to the following core functions:
 - a. Maintaining public and officer safety: This remains the primary objective. Officers shall take only those actions necessary to safeguard lives and property, in accordance with law and policy. This may include maintaining a safe perimeter or directing traffic to ensure public safety.
3. If it is determined that the incident does not involve federal enforcement actions and no federal officers are involved, officers shall conduct the appropriate criminal investigation. Officers should act to maintain the peace by using tactics and techniques to de-escalate potential conflicts with members of the public in accordance with General Order 580.06 (De-escalation and Planned Response).
4. Officers should provide clear communication to bystanders, reassuring them of the SPD's neutral role and explaining that officers are present, only to ensure public safety, not to assist with the civil immigration enforcement action.
 - a. Requests for information can be referred to the Public Information Office.
5. Take appropriate crime report(s), if necessary.
6. If a crime report is not required, an Outside Agency Assist Information Report shall be completed.

B. Supervisor's Responsibilities

1. To ensure proper oversight and adherence to SPD and City policies involving federal immigration enforcement actions, supervisors shall:
 - a. A supervisor shall respond to all federal immigration enforcement requests for assistance.
 - b. Attempt to verify the credentials of the on-scene supervisor or federal agent-in-charge.
 - c. Ensure officers adhere to department policies regarding federal immigration enforcement actions while maintaining public safety.
 - d. Document all obtained information in the Sergeant's Daily.



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2. Notify the on duty watch commander of the incident and provide all relevant information.

3. Complete a supplement to any General Offense report detailing all obtained information.

C. Watch Commander's Responsibilities

1. Upon receiving notification of a federal law enforcement action, watch commanders when available shall respond to the call, if they are not available, they shall ensure that a supervisor responds to the call.

2. Document the activity and all pertinent information in their Watch Commander's Daily and notify the area captain as soon as feasible.

D. Captain Responsibilities

1. Upon receiving notification of a response to federal immigration enforcement actions, the area captain shall notify their Office Chief. The area captain shall also ensure that personnel adhere to the department's policies and procedures on federal immigration enforcement actions.

E. Communications Division Responsibilities

1. Communications division personnel shall:

a. Dispatch a field supervisor to any call for service that includes indicators suggesting possible federal enforcement action.

b. Notify a field supervisor, watch commander and a dispatch supervisor of any calls received regarding possible federal enforcement action that don't rise to the level of entering a call for service.

F. Additional References

1. In addition to the above-mentioned procedures, employees should be guided by:

a. General Order 523.07 (Contacts with Foreign Nationals)

b. Roll Call Training Bulletin 25-8 (Immigration Enforcement and SB54 – The Values Act)

c. Departmental Memorandum 24-11 (First Amendment, Protected Political Activity, and Vote Center Locations)

d. Communications Directive 500.03 (Criteria for Dispatch)

e. Communications Directive 510.07 (Dispatch of Police Units)