

City Attorney's Office: (503) 823-4047
On-Call Attorneys (After Hours): Heidi 823-8429 or Julia 823-8430

REMAIN CALM AND PROFESSIONAL

IDENTIFICATION

- Ask the ICE agent for ID.
- Promptly give the agent's contact info to the City Attorney's Office and notify your supervisor.

QUESTIONS

- If questioned by ICE agent relating to immigration or someone who might be an immigrant, first ask "am I required to answer your question?"
- If the agent says yes, tell the agent that you must first call the City Attorney's Office.
- If not, then you must decline to answer *except* if the question specifically asks for an individual's immigration status or citizenship. If the question is about an individual's immigration status or citizenship, then you may choose whether to answer the question.
- Do not lie to an agent. Answer truthfully if you are required to answer questions.
- Do not volunteer information if the agent has not asked for it.

ACCESS TO CITY PROPERTY

- If the ICE agent doesn't have a judicial warrant, then they can only have public access in the same manner as other public members (i.e. if the public pays to enter, then charge entry).

WARRANTS

- If they have a judicial warrant, ask if you can make a copy of the warrant. Call the City Attorney's Office.
- If the ICE agent has a judicial warrant, they may enter without paying admission and can enter off-limits, non-public areas.

COMMUNICATIONS FROM AN ICE AGENT

- Do not respond to an ICE Agent's letter, email, text, or voicemail while in your capacity as a City Employee. Instead, promptly contact the City Attorney's Office and they will review the ICE communications and respond accordingly.

CALL THE CITY ATTORNEY'S OFFICE!!!!

- Call the City Attorney's Office at **503-823-4047** to ask for help with the situation. Ask for Heidi or Julia.
- After-hours: On-call attorneys are available at **Heidi 823-8429 or Julia 823-8430.**
- If you're unable to contact the City Attorney's Office during your encounter with ICE, then call the City Attorney's Office after the agent(s) leave.

(Portland Police – PPB should follow PPB policies if they differ from these guidelines.)

For PPB only, call Jason at 503-349-0873 or Andrea at (503)823-6421 after hours.

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