

# Protocols for Interactions with Federal Agencies

March 3, 2026





# Items for Discussion Today

- Review City Role in Immigration Enforcement
- Process for Reporting Issues of Concern
  - Review Online Reporting Website
- Protocols for City Facilities
  - Training of City Staff
- Use of City Property
  - Proposal for City Manager Directive Language



# City's Role in Immigration Enforcement

## What is the PD's Role in Immigration Enforcement?

- The Flagstaff Police Department does not enforce federal immigration laws.
- The Flagstaff Police Department is required to comply with all state laws including A.R.S. Section 11-1051 (commonly known as SB1070). This law requires officers to verify immigration status of individuals who are lawfully stopped, detained, or arrested when the officers develop reasonable suspicion to believe a person is in the United States illegally.
- The Flagstaff Police Department's role is to keep the community safe.



# Reporting Issues of Concern

## What do I do if I see ICE in the community?

- Do not interfere with the operation to protect your own safety, stay at a safe distance, and remain calm.
- If you believe ICE has acted inappropriately you can contact local law enforcement and make a report of your concerns. The Flagstaff Police Department can document those concerns and send that information to appropriate oversight agencies for further investigation.

# Reporting Issues of Concern



## Report Non-Emergency ICE Activity

To date, there have been no known ICE operations in Flagstaff. If you believe that you have seen ICE in Flagstaff and have concerns, you can use this form to report non-emergency ICE sightings or activities.

Any reports submitted will be reviewed and investigated by the Flagstaff Police Department. The Flagstaff Police Department does not enforce federal immigration laws, nor does it participate in or assist with ICE operations.


## If someone is in immediate danger, please call 911

Describe the ICE activity that you saw Required

When did this occur? Required

Where did this occur? Required

Upload any relevant photos or files

 Choose file...

Allowed file types: pdf,doc,docx,txt,xls,xlsx,rtf,png,gif,jpg,jpeg Size limit: 1.00 MB

Do you want to be contacted about this report?

If yes, Flagstaff Police may reach out for additional details or to provide follow up information after their investigation.

- Yes
- No, I want to remain anonymous

# Protocols for Interactions with Federal Agencies



## EMPLOYEE NOTICE

The City of Flagstaff is sharing the following information to ensure employees understand how to respond if federal law enforcement personnel visit a City workplace. The City of Flagstaff has no indication that agencies such as Immigration and Customs Enforcement (ICE) will be present at City facilities; however, employees are asked to review this guidance in advance so they are prepared. This information applies to all City of Flagstaff employees and contractors working in City facilities.

### Greet Federal Law Enforcement Agent(s)

Meet the federal law enforcement agent(s) where visitors enter the building. Request the agent(s) provide their name, agency name, badge number and the reason for their visit. Federal agent(s) are subject to the same protocols for reception and monitoring as other visiting members of the Public unless and until a valid judicial warrant or court order authorizes entry beyond public areas. Do not respond to inquiry by an agent(s) to confirm if the named individual(s) is a staff member or if they are in the building. The agent(s) should not speak to or interview any staff members at this point.

### Potential Script for Contacted Employees

"I want to be as helpful and cooperative as I can with any lawful orders. My instructions require me to quickly get a copy of your warrant and any paperwork you have, as well as your full credentials including name, agency, and badge number. I will share this information with my supervisor who will quickly consult with attorneys in order to comply with your request as soon as possible."

### Document the interaction

Keep notes of the name, agency name, badge number, reason for visit, and who you contact.

### Notify Leadership

Contact the supervisor on duty and the Division Director. The Division Director will notify the City Manager's office and the City Attorney's office. The information obtained should not be shared with other employees or visitors.

### Obtain documentation

Request the agent(s) provide the paperwork and/or warrant(s). If you are not provided a copy of the paperwork, make a copy for the City Attorney's office.

### Escort to private area

The supervisor will request the agent(s) follow them to a more private space (e.g., private office or conference room) while they make copies of the paperwork and review it with the City Attorney's office. If the agent(s) refuse to move to a more private space, ask them to remain there until you return.

### Update the interaction document

Add to your notes additional interactions you had with the agent(s), if the agent(s) refused to move to the private space, anyone involved, and the outreach to the City Attorney's office.

### Await directions

The City Attorney's office will review the paperwork for validity. Await further direction.



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# Partner Entity Use of City Property

## Clarifying Process for Partner Entity Requests

- Requests made through City Manager and Mayor

“Requests from partner government and non-profit agencies (e.g., FEMA, Arizona Department of Public Safety, Red Cross, U.S. Forest Service, etc.) to use City property to conduct their operations will be made through the City Manager’s Office and will only be approved when the City Manager determines that the use furthers the interests of the City. A request furthers the interests of the City when it aligns with City goals and priorities and does not create unreasonable disruptions to City operations or present an unreasonable danger to the public health or safety.

When an emergency has been declared by the Mayor, requests may be made through the Mayor and will be approved or denied based on the same standards outlined above.”



# Partner Entity Use of City Property

## Sharing Guidance With Partners and Community

- City Manager Directive outlining process for temporary use of City property.
  - Emergency response.
- Will also be added to FAQs in document outlining protocols for City staff.



HOTEL MONTE VISIT



# Questions?

