



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.